SC21-9627-0

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Securing Folders

Before you secure any folders, you should plan what type of authority you want to specify for the folders. Use the Folder and Document Security Worksheet from the *Office Planning Guide* when following the steps to secure a folder. This worksheet is designed to contain the information you will need when securing a folder, such as the name, type of authority, and authorization list.

You can secure a folder from the AS/400 Main Menu or from the AS/400 Office Work with Folders display.

Note: The AS/400 system does not allow security to be defined for folders before they are created.

Securing a Folder from the AS/400 Main Menu

To secure a folder from the AS/400 Main Menu, do the following:

1. Select option 2 (Office tasks) on the AS/400 Main Menu and press the Enter key.

```
MAIN                          AS/400 Main Menu      System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off



Selection or command
===>2_____________________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu appears. Select option 4 (Office security) and press the Enter key.

```
OFCTSK                    Office Tasks          System:   xxxxxxxx

 Select one of the following.

      1. AS/400 Office
      2. Host system tasks for AS/400 PC Support
      3. Decision support
      4. Office security
      5. Display system directory
      6. Work with system directory
      7. Documents
      8. Folders

     50. (user option)
     70. Related commands



 Selection or Command
 ===>4_____________________________________________________________________

  F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
  F13=User support         F16=System main menu
                                        (C) COPYRIGHT IBM CORP. 1980, 1988.
```

3. The Office Security display is shown. Select option 1 (Work with document and folder security) and press the Enter key.

```
OFCSEC                   Office Security          System:   xxxxxxxx
 Select one of the following:

      1. Work with document and folder security
      2. User permission
      3. Change document and folder owner
      4. Work with authorization lists


     70. Related commands









 Selection or command
 ===>1_____________________________________________________________________

  F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
  F13=User support         F16=System main menu
```

The Edit DLO (Document Library Object) Authority display is shown.

```
EDTDLOAUT              Edit DLO Authority

Type choices, press Enter.

Document library object  . . . .  _____  Name, *SYSOBJNAM
Folder . . . . . .  *NONE_____________________________
_____________________________

F3=Exit  F4=List  F5=Refresh  F11=Keywords  F12=Previous  F13=Prompter help
```

4. Type the name of the folder you want to secure for the *Document library object* prompt and press the Enter key.

   The Edit Folder Authority display is shown.

```
                          Edit Folder Authority

Folder . . . . . :   MYFLR2            Owner . . . :   KATHY
  In folder . . . . . :   *NONE

Type choices, press Enter.

Authorization list that
  folder is secured by . . . . . .  DEPT543        Name
Personal folder  . . . . . .  N             Y=Yes, N=No


Type new/changed items, press Enter.

  User          Authority              User          Authority
  KARENS        *USE
  KATHY         *ALL
  SECGROUP      *EXCLUDE
  JAVIET        *USE
  *PUBLIC       *AUTL

F3=Exit    F12=Previous    F14=Edit access codes
```

Note: When you created this folder, default security values were automatically assigned to it.

5. Make the changes you want to this folder using the Manage Folder and Document Security Worksheet.
6. Press the Enter key and the authority for this folder is changed.

Securing a Folder from the Work with Folders Display

To secure a folder from the AS/400 Office Work with Folders display, do the following:

1. Select option 14 (Authority) next to folder you want to secure on the Work with Folders display.

   You can get to the Work with Folders display by typing WRKFLR on any command line and pressing the Enter key.

```
                          Work with Folders

Folder . . .   /
Position to . . .  __________   Starting character(s)

Type options (and Folder), press Enter.
  1=Create        3=Next level       4=Delete       7=Rename
  8=Details       9=Documents        14=Authority

Option   Folder         Description                              Revised
 __      __________
 __      D543           Department 543's Folder                  10/30/87
 14      MYFLR2         The Second Personnel Folder              11/24/87
 __      SEMFLR         Sue McMann's Personal Folder             08/08/87
 __      TELFLR         Telephone Directory Folder               11/12/87
 __      TJPFLR         Tom Patterson's Personal Folder          10/12/87
 __      VACFLR         Vacation Schedule Folder                 09/14/87



F3=Exit                  F5=Goto            F6=Print list         F9=Reset
F11=Display names only   F12=Previous       F13=Previous level
```

2. Press the Enter key and the Work with Folder Authority display is shown.

```
                      Work with Folder Authority

Folder . . . . . :   MYFLR2                 Owner . . . :   KATHY
  In folder  . . . :   *NONE

Authorization list that
  folder is secured by . . . . . :DEPT543       Name
Personal folder  . . . . . . . . . :N           Y=Yes, N=No

  User          Authority          User          Authority
  KARENS        *USE
  KATHY         *ALL
  SECGROUP      *EXCLUDE
  JAVIET        *USE
  DEM           *CHANGE
  *PUBLIC       *AUTL


Press Enter to continue.

F3=Exit    F6=Work with access codes    F12=Previous
F15=Change authority
```

3. Press F15 (Change authority) to change the security for this folder.

Note: When you created this folder, default security values were automatically assigned to it.

The Change Folder Authority display is shown.

```
                        Change Folder Authority

Folder . . . . . :    MYFLR2                  Owner . . . :   KATHY
  In folder  . . . :  *NONE

Type choices, press Enter.

  Authorization list that
    folder is secured by . . . . . .    DEPT543      Name
  Personal folder  . . . . . . . . .    N            Y=Yes, N=No



Type new/changed items, press Enter.

User            Authority          User            Authority
KARENS          *USE               *PUBLIC         *AUTL
KATHY           *ALL
SECGROUP        *EXCLUDE
JAVIET          *USE
DEM             *CHANGE

F3=Exit    F12=Previous    F14=Change access codes
```

4. Make the changes you want to this folder using the Folder and Document Security Worksheet.
5. Press the Enter key and the authority for this folder is changed.

Securing Documents

Before you secure any documents, you should plan what type of authority you want to specify for the documents. Use the Folder and Document Security Worksheet from the *Office Planning Guide* when following the steps to secure a folder. This worksheet is designed to contain the information you will need when securing a document, such as the name, type of authority, and authorization list.

You can secure a document from the AS/400 Main Menu or from the AS/400 Office Work with Documents in Folders display.

Note: The AS/400 system does not allow security to be defined for documents before they are created.

Securing a Document from the AS/400 Main Menu

If you have already created the documents in your office and decided you wanted to use some type of security, do the following:

1. Select option 2 (Office tasks) on the AS/400 Main Menu and press the Enter key.

```
MAIN                        AS/400 Main Menu      System: xxxxxxxxxx

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu

   90. Sign off



Selection or command
===>2_____________________________________________________________

F3=Exit     F4=Prompt     F9=Retrieve      F13=User Support
F23=Set initial menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

2. The Office Tasks menu appears. Select option 4 (Office security) and press the Enter key.

```
OFCTSK                      Office Tasks          System:   xxxxxxxx

Select one of the following.

     1. AS/400 Office
     2. Host system tasks for AS/400 PC Support
     3. Decision support
     4. Office security
     5. Display system directory
     6. Work with system directory
     7. Documents
     8. Folders

    50. (user option)
    70. Related commands



Selection or Command
===>4_____________________________________________________________

 F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
 F13=User support         F16=System main menu
                                          (C) COPYRIGHT IBM CORP. 1980, 1988.
```

3. The Office Security display is shown. Select option 1 (Work with document or folder security) and press the Enter key.

```
OFCSEC                    Office Security          System:   xxxxxxxx

 Select one of the following.

      1. Work with document and folder security
      2. User permission
      3. Change document and folder owner
      4. Work with authorization lists


     70. Related commands




 Selection or command
 ===>1_____________________________________________________________

  F3=Exit     F4=Prompt    F9=Retrieve             F12=Previous
  F13=User support         F16=System main menu
```

The Edit DLO (Document Library Object) Authority display is shown.

```
EDTDLOAUT                 Edit DLO Authority

Type choices, press Enter.

Document library object  . . . .  _____________  Name, *SYSOBJNAM
Folder . . . . . .  . . . .  *NONE_____________________________
_____________________________

F3=Exit  F4=List  F5=Refresh  F11=Keywords  F12=Previous  F13=Prompter help
```

4. Type the name of the document you want to secure for the *Document library object* prompt and the name of the folder (if there is one) for the *Folder* prompt.
5. Press the Enter key.

   The Edit Document Authority display is shown.

```
                        Edit Document Authority

Document . . . . . :   MYDOC              Owner . . . :   KATHY
  Folder . . . . . :   MYFLR

Type choices, press Enter.

Authorization list that
  document is secured by . . . . . .  DEPT543         Name
Personal document . . . . . . . . . .  N              Y=Yes, N=No



Type new/changed items, press Enter.

  User          Authority              User          Authority
  KARENS        *USE
  KATHY         *ALL
  SECGROUP      *EXCLUDE
  JAVIET        *USE
  *PUBLIC       *AUTL

F3=Exit    F12=Previous    F14=Edit access codes
```

Note: When you created this document, default security values were automatically assigned to it.

6. Make the changes you want to this document using the Folder and Document Security Worksheet.
7. Press the Enter key and the authority for this document is changed.

Securing a Document from the Work with Documents in Folders Display

You can secure a document you just created by doing the following:

1. Select option 14 (Authority) next to the document you want to secure on the Work with Documents in Folders display.

   You can get to the Work with Documents in Folders display by typing **WRKDOC** on any command line and pressing the Enter key.

```
                    Work with Documents In Folders

Folder  . . .  MYFLR
Position to . .  __________  Starting character(s)

Type options (and Document), press Enter.
  1=Create       2=Revise       3=Copy         4=Delete       5=View
  6=Print        7=Rename       8=Details      9=Print opts   10=Send
  11=Spell       12=File remote 13=Paginate    14=Authority

Opt Document     Document Description              Revised   Type
__  __________
14  MYDOC        Personal Document                 08/18/87  RFTAS400
__  REPORT1      Status Report for January         01/30/87  FFTAS400
__  VACATION     Vacation Schedule                 10/01/87  RFTAS400

                                                             BOTTOM
F3=Exit     F4=Folder list             F5=Goto                F6=Print list
F9=Reset    F10=Search for document    F11=Display names only F12=Previous
```

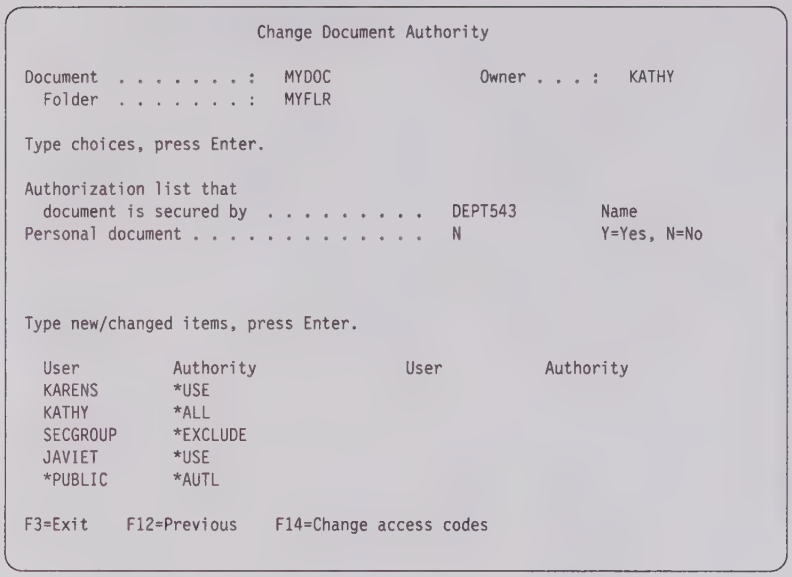
2. Press the Enter key and the Work with Document Authority display is shown.

```
                    Work with Document Authority

Document  . . . . . :  MYDOC              Owner . . . :  KATHY
  Folder  . . . . . :  MYFLR

Authorization list that
  document is secured by . . . . . :  DEPT543       Name
Personal document  . . . . . . . . :  N            Y=Yes, N=No


  User          Authority              User          Authority
  KARENS        *USE
  KATHY         *ALL
  SECGROUP      *EXCLUDE
  JAVIET        *USE
  DEM           *CHANGE
  *PUBLIC       *AUTL

Press Enter to continue.

F3=Exit    F6=Work with access codes    F12=Previous
F15=Change authority
```

3. Press F15 (Change authority) to change the security for this document.

   Note: When you created this document, default security values were automatically assigned to it.

   The Change Document Authority display is shown.


Change Document Authority
Document . . . . . : MYDOC
Folder . . . . . : MYFLR
Owner . . . : KATHY
Type choices, press Enter.
Authorization list that
document is secured by . . . . . DEPT543 Name
Personal document . . . . . N Y=Yes, N=No
Type new/changed items, press Enter.
User Authority User Authority
KARENS *USE
KATHY *ALL
SECGROUP *EXCLUDE
JAVIET *USE
*PUBLIC *AUTL
F3=Exit F12=Previous F14=Change access codes

4. Make the changes you want to this document using the Folder and Document Security Worksheet.

   Press the Enter key and the authority for this document is changed.

Working with Access Codes

Users who are assigned an access code can read documents that are assigned the same access code. Access codes allow a user only to read a document, but not do any other operations on it, such as edit. Therefore, you should use access codes only if you used access codes on previous systems and intend to continue using access codes for compatibility reasons.

Adding Access Codes

Before any user can file documents under a specific access code, the access code must first exist. To add an access code to the system, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                      1988     OCTOBER      1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                      1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 2 (Work with access codes) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     2

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Access Codes display is shown.

```
                          Work with Access Codes

Position to . . . . . ____     Access code

Type options, press Enter.
  1=Select for authorization          4=Delete

Option         Code         Description
  _            0001         Budgets
  _            0002         Department Staffing Requirements
  _            0003         Payroll
  _            0004         Finance
  _            0005         Accounting
  _            0006         Status Reports
  _            0007         Personnel Reports
  _            0008         Project Reports
  _            0009         Customer Lists
  _            0010         Purchasing Contracts
  _            0011         Pricing Guidelines
                                                                    More...

F3=Exit        F5=Refresh   F10=Add access codes
F12=Previous   F15=Print    F24=Display messages
```

3. Press F10 (Add access codes) and the Add Access Codes display is shown.

```
                            Add Access Codes

Document library . . . . . :  _______

Type information, press Enter.

Code          Description
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________
____          ____________________________________________

F3=Exit         F5=Refresh
F12=Previous    F24=Display messages
```

Note: You can also get to the Add Access Codes display using the the Add Access Codes (ADDACC) command.

4. Type the new access code(s) under the heading *Code* and the descriptions of the new access code(s) under the heading *Description*.

   Each access code must be a unique number between 1 and 2047 and must contain a description.

5. Press the Enter key and the new access code(s) are created. Press F12 (Previous) and you are shown the Work with Access Codes display.

6. Press F3 (Exit) to return to the Administration menu.

Authorizing Users to an Access Code

After you create access codes, you have to give the appropriate users authority to these access codes. Once these users have authority to the access codes, they can read any document filed under them.

To authorize users to an access code, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                          AS/400 Office
                                                        System:   xxxxxxxx
Select one of the following:
                                                        Time:   12:25PM
     1. Calendars
     2. Mail                                      1988      OCTOBER       1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                          (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 2 (Work with access codes) on the Administration menu and press the Enter key.

```
                            Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     2

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Access Codes display is shown.

```
                          Work with Access Codes

Position to . . . . . ____     Access code

Type options, press Enter.
  1=Select for authorization          4=Delete

Option         Code         Description
  _            0001         Budgets
  _            0002         Department Staffing Requirements
  _            0003         Payroll
  _            0004         Finance
  _            0005         Accounting
  _            0006         Status Reports
  _            0007         Personnel Reports
  _            0008         Project Reports
  _            0009         Customer Lists
  _            0010         Purchasing Contracts
  _            0011         Pricing Guidelines
                                                                    More...

F3=Exit        F5=Refresh   F10=Add access codes
F12=Previous   F15=Print    F24=Display messages
```

3. To authorize users to an access code, type a **1** (Select for authorization) next to the access code you want to authorize users to.
4. Press the Enter key and the Authorize Users to Access Codes display is shown.

```
                    Authorize Users to Access Codes

Access code . . . . . :   0001
Description . . . . . :   Budgets

Type choices, press Enter.

  Copy from . . . . . .   ____              Access code, F4 for list
  Position to . . . . .   _______ _______   Starting character(s)

Type or remove X to change current authorization, press Enter.

Authorization  User ID  Address   Description
      _        ANDERSON ROCH      Anderson, Ben C
      _        BENTLEY  ROCH      Bentley, Dan
      _        DLUGE    TRVC      Dluge, G E
      _        HANSON   ROCH      Hanson, E G
      _        KING     ROCH      King, Jean
      _        SJONES   DENV      Jones, Sharon
      _        TOM      ROCH      Dixon, T F
                                                                    More...
F3=Exit        F4=List                F5=Refresh
F12=Previous   F24=Display messages
```

This display shows a list of all the AS/400 Office users.

5. Roll through this list using the page keys or the *Position to* prompt and type an **X** next to the users you want to authorize to this access code.
6. Press the Enter key and these users are now authorized to the access code and the Authorize Users to Access Codes display is shown again.
7. Press F12 (Previous) and the Work with Access Codes display is shown.

Deleting an Access Code

When some access codes are no longer needed, you can delete them. To delete access codes, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                        System:   xxxxxxxx
Select one of the following:
                                                        Time:   12:25PM
     1. Calendars
     2. Mail                                      1988      OCTOBER       1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit    F12=Previous    F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 2 (Work with access codes) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     2

F3=Exit    F12=Previous    F24=Display messages
```

The Work with Access Codes display is shown.

```
                          Work with Access Codes

Position to . . . . . ____     Access code

Type options, press Enter.
  1=Select for authorization          4=Delete

Option         Code         Description
  _            0001         Budgets
  _            0002         Department Staffing Requirements
  _            0003         Payroll
  _            0004         Finance
  _            0005         Accounting
  _            0006         Status Reports
  _            0007         Personnel Reports
  _            0008         Project Reports
  _            0009         Customer Lists
  _            0010         Purchasing Contracts
  _            0011         Pricing Guidelines
                                                                    More...

F3=Exit        F5=Refresh   F10=Add access codes
F12=Previous   F15=Print    F24=Display messages
```

3. Roll through the list using the page keys or the *Position to* prompt and type a **4** (Delete) next to the access codes you want to delete.
4. Press the Enter key and the Confirm Delete of Access Codes display is shown.

```
                      Confirm Delete of Access Codes

Press Enter to confirm your choice(s) for 4=Delete.
Press F12=Previous to return to change your choice(s).

Option         Code         Description
  4            0001         Budgets
  4            0004         Finance
  4            0007         Personnel Reports
  4            0009         Customer Lists
  4            0011         Pricing Guidelines









F12=Previous
```

If you do not want to delete these access codes, press F12 (Previous).

5. Press the Enter key to delete the access codes shown on the Confirm Delete of Access Codes display.

   The Work with Access Codes display is shown.

   This delete request may take some time to complete.

6. Press F12 (Previous) and you are shown the Administration menu.

Chapter 7. Set Up AS/400 Office in a Network

Office communications allows you to send or receive mail between systems using data communication facilities such as modems, telephone lines, the advanced program-to-program communications (APPC) program, or the advanced peer-to-peer networking (APPN) program. To send or receive mail between AS/400 Office and Virtual Machine/Professional Office System (VM/PROFS), you must use the Remote Spooling Communications Systems (RSCS). The Remote Job Entry (RJE) facility is used to send to and receive data from VM. For more information, see the *Office Planning Guide*.

The AS/400 implementation of Systems Network Architecture Distribution Services (SNADS) allows IBM-provided applications, such as document interchange, to use the system functions to send and receive distributions.

The office users on your AS/400 system are local users, and your document library is a local document library. If your system is part of a network, the other systems in the network are remote systems. When your system is part of a network, you can work with remote document libraries and send and receive messages and documents from remote users.

SNADS provides the routing, sending, and receiving operations for users to exchange distributions containing messages, data, or objects with other users in the SNADS network. SNADS uses a system distribution directory to direct distributions to users within a local system or to other systems in a SNADS network.

To communicate with remote users, there must be entries for the remote users in the system distribution directory, and routing information for the other systems. Routing is controlled by the following information in the SNADS configuration:

- Distribution queues, which contain information required to send distributions to other systems in your SNADS network.
- Routing table, which determines which distribution queue the distribution is added to.

For more information on SNADS, see the *Distribution Services Network Administrator's Guide*.

This chapter describes the following:

- Defining AS/400 communication lines and sessions
- Adding a communications entry
- Configuring the distribution queues
- Configuring entries to the routing table
- Adding new users to the system distribution directory
- Creating distribution lists
- Saving all the network information

Note: If you intend to send and receive mail only on your AS/400 system (you only have one system), skip the next five sections and enter the following command:

```
STRSBS QSNADS
```

After you enter this command, continue with "Adding New Users to the System Distribution Directory" on page 7-6.

Defining AS/400 Communication Lines and Sessions

To set up a SNADS network, you must configure a line, an advanced program-to-program communication/advanced peer-to-peer networking (APPC/APPN) controller, and an APPC/APPN device to communicate to the remote systems known to this system.

For more information on how to define communication lines and sessions, see the *Communications User's Guide*.

Configuring the Distribution Queues

To set up a SNADS network, you must configure the SNADS distribution queues.

Use the following steps to configure distribution queues:

1. On the AS/400 Main menu, select option 6 (Communications).
2. Press the Enter key and the Communications display is shown.
3. Select option 6 (Network communications) and press the Enter key. The Network Communications display is shown.
4. Select option 2 (Configure distribution services) from the Network Configuration menu and press the Enter key.

   The Configure Distribution Services display is shown.

```
                    Configure Distribution Services

Type choice, press Enter.

  Type of distribution services
    information to configure . . .   _       1=Distribution queues
                                             2=Routing table
                                             3=Secondary system name table

F3=Exit    F12=Previous
```

5. Select option 1 (Distribution queues) from the Configure Distribution Services display and press the Enter key.

   The Configure Distribution Queues display is shown.

```
                        Configure Distribution Queues

Type options, press Enter.
  2=Change  4=Delete  5=Display details

                                      Remote                    Remote
Opt  Queue Name        Queue Type   Location Name   Mode Name   Net ID
 _   SYSTEMA           *SNADS       SYSTEMA         *NETATR     *LOC
 _   SYSTEMB           *SNADS       SYSTEMB         *NETATR     *LOC

F3=Exit    F5=Refresh          F6=Add distribution queue
F10=Work with distribution queues                          F12=Previous
```

Note: The first time you configure distribution queues, the message `No distribution queues` appears. After you make any entries, they appear on the Configure Distribution Queues display.

6. Press F6 (Add distribution queue) and the Add Distribution Queue display is shown.

```
14:26:19                    Add Distribution Queue

Type choices, press Enter.

  Queue name . . . . . .  _____________  Name
  Queue type . . . . . .  *SNADS         *SNADS, *RPDS, *DLS
  Remote location name .  _____          Name
  Mode name  . . . . . .  *NETATR        Name, *NETATR, *BLANK
  Remote net ID  . . . .  *LOC           Name, *LOC, *BLANK
  Local location name  .  *LOC           Name, *LOC
  Normal priority:
    Send time:
      From/To  . . . . .  __ : __ __ : __  00:00-23:59
      Force  . . . . . .  __ : __          00:00-23:59
    Send depth . . . . .  ___              1-999, blank
  High priority:
    Send time:
      From/To  . . . . .  __ : __ __ : __  00:00-23:59
      Force  . . . . . .  __ : __          00:00-23:59
    Send depth . . . . .  ___              1-999, blank

F3=Exit   F12=Previous
```

7. On this display, the *remote location name*, *mode name*, *remote net ID*, or *local location name* prompts are used to find the device used to communicate with a destination system.

For more information on this display, see the *Distribution Services Network Administrator's Guide*.

8. Press the Enter key after you complete the prompts; the distribution queue is now configured, and the display is refreshed with blanks. You can then add another entry to the distribution queue table, press F12 to return to the previous display, or press F3 to exit.

Configuring the Routing Table Entries

To set up a SNADS network, you must configure the SNADS routing table entries, which define which distribution queues are to be used for each remote system.

Use the following steps to configure the routing table entries:

1. On the AS/400 Main menu, select option 6 (Communications).
2. Press the Enter key and the Communications display is shown.
3. Select option 6 (Network communications) and press the Enter key. The Network Communications display is shown.
4. Select option 2 (Configure distribution services) from the Network Configuration menu and press the Enter key.

   The Configure Distribution Services display is shown.

```
                    Configure Distribution Services

Type choice, press Enter.

  Type of distribution services
    information to configure . . .     _      1=Distribution queues
                                              2=Routing table
                                              3=Secondary system name table

F3=Exit    F12=Previous
```

5. Select option 2 (Routing table) and press the Enter key.

   The Configure Routing Table display is shown.

```
                          Configure Routing Table

Type options, press Enter.
  2=Change  4=Delete  5=Display details

      ------System------
Opt   Name      Group       Description
 _    SYSTEMB   ATLSNADS    SNADS system in Atlanta
 _    SYSTEMC               Atlanta VM system C
 _    SYSTEMD               VM system D









F3=Exit    F5=Refresh             F6=Add routing table entry
F12=Previous
```

Note: The first time you specify to see the Configure Routing Table display, the message `No routing table entries` appears. After you create entries, the entries are always shown on this display.

6. Press F6 (Add routing table entry) and the Add Routing Table Entry display is shown.

```
                          Add Routing Table Entry

Type choices, press Enter.  (At least one queue name is required.)

  System name/Group . . .   SYSTEMA   ATLSNADS
  Description . . . . . .   SNADS system in Atlanta                    _
  Service level:
    Fast:
      Queue name  . . . .   SYSTEMA           Distribution queue name
      Maximum hops  . . .   *DFT              Number of hops, *DFT
    Status:
      Queue name  . . . .   SYSTEMA
      Maximum hops  . . .   *DFT
    Data high:
      Queue name  . . . .   SYSTEMA
      Maximum hops  . . .   *DFT
    Data low:
      Queue name  . . . .   SYSTEMA
      Maximum hops  . . .   *DFT


F3=Exit   F12=Previous
```

7. This display allows you to specify the distribution queue(s) to be used for one or more service levels.

   For more information on this display, see the *Distribution Services Network Administrator's Guide*.

8. To type the information in the table and get a fresh display or to add another entry, press the Enter key. Press F12 to return to the previous display or press F3 to exit.

Adding New Users to the System Distribution Directory

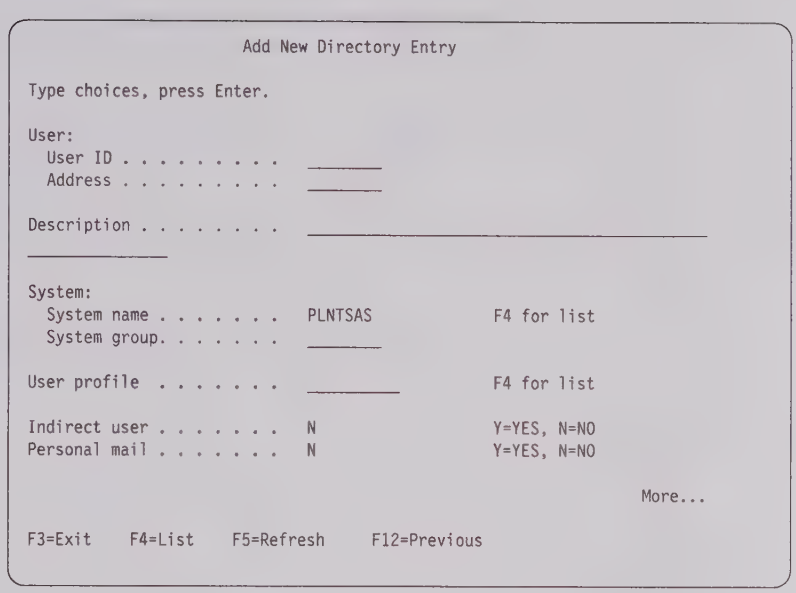
To set up a SNADS network, you must add entries to the system distribution directory, which associates a remote system name to users not on this system.

To add new users to your system directory, do the following:

1. Select option 1 (Work with system directory) on the Network Configuration menu or option 6 on the Office Tasks menu.
2. Press the Enter key and the Work with Directory display is shown.

```
                        Work with Directory

Position to . . . . . _______  User ID

Type options, press Enter.
  2=Change   4=Delete   5=Display details   6=Print details
  7=Assign different ID to description      9=Add new description

Opt   User ID  Address     Description
 _    ABRAHAMB SMITH       Smith, Abraham Bromwell
 _    BARBARAF JOHNS       Johns, Barbara French
 _    BARBARAJ MILLER      Miller, Barbara Jean
 _    DOUGLASC SMITH       Smith, Douglas Charles
 _    FREDRICG STAUB       Staub, Fredrich Gossens
 _    MOJOHNS  DEPT4       Johnson, Mary Ostend




                                                                    Bottom
F3=Exit    F5=Refresh    F6=Add new entry    F11=Sort by description
F12=Previous    F15=Print directory
```

3. Press F6 (Add new entry) and the Add New Directory Entry display is shown.


Add New Directory Entry
Type choices, press Enter.
User:
User ID . . . . . _____
Address . . . . . _____
Description . . . . . _____
_____
System:
System name . . . . . PLNTSAS F4 for list
System group. . . . . _____
User profile . . . . . _____ F4 for list
Indirect user . . . . . N Y=YES, N=NO
Personal mail . . . . . N Y=YES, N=NO
More...
F3=Exit F4=List F5=Refresh F12=Previous

4. This display and the second page of this display allow you to add the directory entries.

   For more information on these displays, see the *Distribution Services Network Administrator's Guide*.

5. When you press the Enter key, the directory entries are added to the system distribution directory.

Adding a Communications Entry

To set up a SNADS network where all SNADS jobs run in the QSNADS subsystem, you should add a communications entry to the IBM-supplied subsystem description QSNADS and then start the QSNADS subsystem.

To add a communications entry to the IBM-supplied subsystem description QSNADS, use the Add Communications Entry (ADDCMNE) command for each device associated with a communications line on which you use SNADS to receive data. The subsystem cannot be active while the subsystem description is being changed. For example, for APPC/APPN device LU62AB, (used between System A and System B), enter the command ADDCMNE and you are asked for the following parameters:

Parameter	Enter Value
SBSD	QGPL/QSNADS
DEV	LU62AB
MODE	*ANY
JOBD	QSNADS
DFTUSR	QSNADS
MAXACT	*NOMAX

Do not use a value of *NONE for the parameter DFTUSR.

Note: A different subsystem can be used to receive distributions, but QSNADS must be active to process (send) distributions and to process the received distributions.

For information on adding communication entries, see the *Communications User's Guide*.

To start the QSNADS subsystem, enter the following command:

```
STRSBS QSNADS
```

Note: The subsystem QSNADS must be started for SNADS to run, but this should be part of the normal IPL procedure after SNADS is installed.

Creating Distribution Lists

Once your SNADS network is set up, you can create distribution lists to send information to a group of users at the same time on your local system or on a remote system.

To create distribution lists, do the following:

1. Select option 70 (Related Commands) from the Office Tasks menu.
2. Press the Enter key and the Work with Distribution Lists display is shown.

```
                        Work with Distribution Lists

Position to . .  _______ List ID

Type options, press Enter.
  2=Change entries   4=Delete list   5=Display entries   6=Print entries

Opt   ----List ID-----     Description
 _    DEPT12   DLIST       Distribution list for Department 12
 _    DEPT20   DLIST       Distribution list for Department 20
 _    EMPLOY   DLIST       Distribution list for all employees
 _    PROJ03   PLIST       Distribution list for Project 3
 _    SCRTARY  MLIST       Distribution list for secretaries
 _    TEAM05   TLIST       Distribution list for Team 5

                                                                    Bottom
F3=Exit    F5=Refresh    F6=Create new lists    F12=Previous
```

3. Press F6 (Create new lists) and the Create a New Distribution List display is shown.

```
                    Create a New Distribution List

Type choices, press Enter.

Distribution list:
  List ID. . . . . . . . . . .  DEPT666
  List ID qualifier. . . . . .  DLIST

Description. . . . . . . . . .  Distribution list for Department 666









F3=Exit   F5=Refresh    F12=Previous
```

4. Specify a distribution list for the *List ID* prompt, a qualifier for the *List ID qualifier*, and a description for the *Description* prompt.
5. Press the Enter key and the Add Distribution List Entries display is shown.

```
                    Add Distribution List Entries

Distribution list:
 List ID . . . . . :  DEPT666   DLIST
 Description . . . :  Distribution list for Department 666

Type distribution list ID to copy entries, or type user ID/addresses to add,
  press Enter.


From list ID. . . . . . . . . . . . _______    F4 for List
From list ID qualifier. . . . . . . _______

User ID   Address          User ID   Address          User ID   Address
FREDC     CARLSON          _______   _______          _______   _______
GEORGEJ   JONES            _______   _______          _______   _______
JOANT     TEMPLE           _______   _______          _______   _______
JOHNP     SMITH            _______   _______          _______   _______
_______   _______          _______   _______          _______   _______
                                                                  More...

F3=Exit   F4=List    F5=Refresh   F12=Previous
```

6. Specify either the user ID for the users to be included in the distribution list or both the user ID and address. When you press the Enter key, your entries are checked against the local system directory.

   Note: For local users, the user ID must already exist on the system. For remote users, a *ANY entry (such as *ANY PLANNER) or a *ANY *ANY entry must be in the directory on the local system if an exact match of the user ID does not exist on the local system.

You can also specify the name of an existing distribution list whose entries are to be added to the new list.

7. When you have finished adding distribution list entries, press F12 to return to the previous display or press F3 to exit.

Saving the Network Information

As the last step in setting up AS/400 Office in a network, you should save all the information you created (such as the distribution queues, routing table, and distribution lists) using the following command and parameters:

```
SAVOBJ OBJ(QSNADS*) LIB(QUSRSYS) OBJTYPE(*FILE)
```

For more information on the Save Objects (SAVOBJ) command, see the online information for this command.

Working with Remote Document Libraries

Remote document libraries allow you to access documents stored on another attached system. The AS/400 system allows users to access documents stored on another remote system and allows users on another remote system to access documents in the AS/400 document library.

The AS/400 system supports access to the following systems:

System/370 DISOSS
System/38
AS/400 system

The AS/400 system supports access from the following systems:

Displaywriter
System/36
AS/400 system

Setting Up the Remote Document Library

Each remote system must be predefined before the corresponding document library can be accessed. A SNADS distribution queue (type *DLS) must be defined for each as well. Configuration of the remote library includes the following:

- An 8-character remote library name.
- A SNADS distribution queue name.
- A remote system type (AS/400 system, System/38 or DISOSS) and the release level.
- A remote library description.

The Work with Document Libraries (WRKDOCLIB) command can be used to do the following:

- Add a remote library entry to the network configuration.
- Delete a remote library entry from the network configuration.
- Change a remote library entry in the network configuration.
- Display the remote library entries in the network configuration.

For more information on remote document libraries, see the *Distribution Services Network Administrator's Guide*.

Setting Up RSCS/PROFS Bridge Communications

The RSCS/PROFS bridge is an application that provides distribution services between a AS/400 SNADS network and a VM/370 Remote Spooling Communication Subsystem (RSCS) network. Distributions created by document interchange can be sent over this bridge.

To set up communications between the AS/400 system and VM/370, you must do the following:

1. Install the *Bridge Line Driver PRPQ*.
2. Identify the systems in the network. You must know the system names (host ID) of all VM/PROFS users in the network that your system will be communicating with when you define communication routes and remote destinations.
3. Configure the BSC line.
4. Configure SNADS.
5. Define RSCS destinations. You must identify the type of system that you are sending distributions to. All VM/RSCS systems receiving distribution through the RSCS/PROFS bridge must be defined to your system as an RSCS destination. Do not define the SNADS systems as RSCS destinations.
6. Identify the users in the network.

For more information on RSCS/PROFS bridge, see the *Distribution Services Network Administrator's Guide*.

For more information on the Document Interchange Architecture (DIA), see the *Document Interchange Architecture—Document Profile Reference*, SC23-0764, and the *Document Interchange Architecture—Technical Reference*, SC23-0781.

Chapter 8. Administer Office Activity

To efficiently manage your office, you should maintain certain parts of the office program on a scheduled basis.

This chapter describes the following:

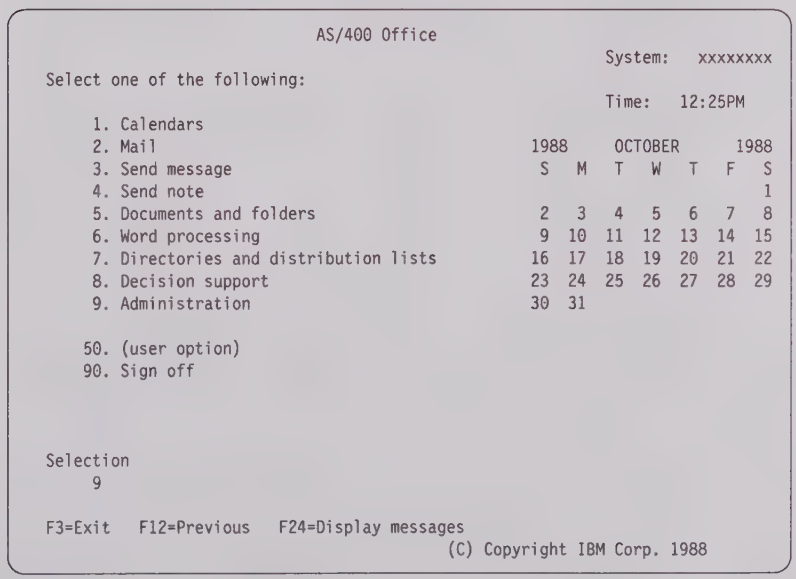
- Maintaining mail handling permission
- Deleting objects owned by office users
- Maintaining calendars and personal directories
- Maintaining the library descriptions file

Maintaining Mail Handling Permission

In Chapter 2, "Enroll Office Users," you were able to permit a new user to handle several other users' mail and filed documents. Now you can permit several users to handle one particular user's mail and filed documents.

To permit several users to handle one particular user's mail and filed documents, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



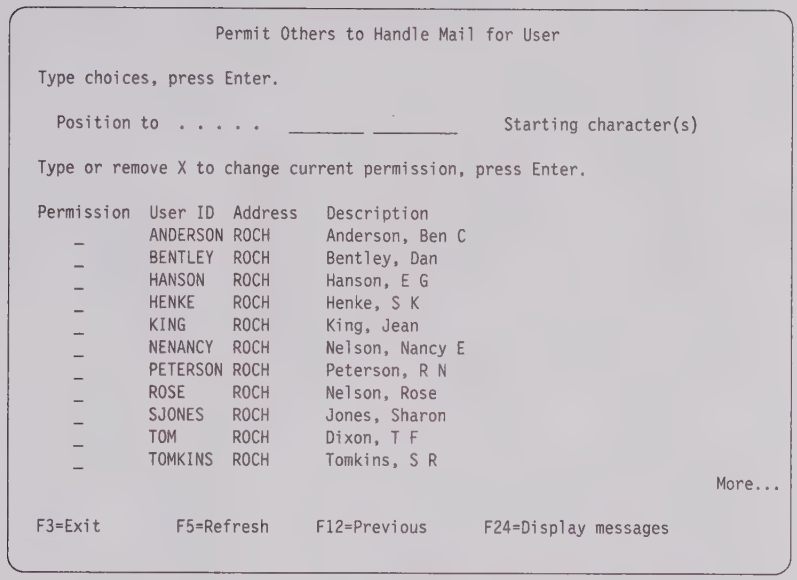
2. The Administration menu is shown. Select option 3 (Grant and revoke permission to handle mail and filed documents) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     3

F3=Exit    F12=Previous    F24=Display messages
```

The Select User display is shown.

```
                                Select User

Position to . . . . .  _________     Starting character(s) of user

Type option, press Enter.
  1=Select

Opt   User          User ID   Address     Description
 _    ADMIN         ROSE      DENV        Nelson, Rose
 _    ANDERSON      ANDERSON  ROCH        Anderson, Ben C
 _    BENTLEY       BENTLEY   ROCH        Bentley, Dan
 _    HANSON        HANSON    ROCH        Hanson, E G
 _    HENKE         HENKE     DENV        Henke, S K
 _    HUGHEY        HUGHEY    ROCH        Hughey, M B
 _    KING          KING      ROCH        King, Jean
 _    NENANCY       NENANCY   ROCH        Nelson, Nancy E
 _    RNP           PETERSON  DENV        Peterson, R N
 _    SHARON        SJONES    DENV        Jones, Sharon
 _    TAYLOR        TJBOB     ROCH        Taylor, J Bob
 _    TJA           TJA       DENV        Ashely, T J
 _    TOM           TOM       ROCH        Dixon, T F
                                                          More...
F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Roll through the list using the page keys or the *Position to* prompt and type a **1** next to the user whose mail and filed documents are going to be handled by others.
4. Press the Enter key and the Permit Others to Handle Mail for User display is shown.


Permit Others to Handle Mail for User
Type choices, press Enter.
Position to . . . . . Starting character(s)
Type or remove X to change current permission, press Enter.
Permission User ID Address Description
_ ANDERSON ROCH Anderson, Ben C
_ BENTLEY ROCH Bentley, Dan
_ HANSON ROCH Hanson, E G
_ HENKE ROCH Henke, S K
_ KING ROCH King, Jean
_ NENANCY ROCH Nelson, Nancy E
_ PETERSON ROCH Peterson, R N
_ ROSE ROCH Nelson, Rose
_ SJONES ROCH Jones, Sharon
_ TOM ROCH Dixon, T F
_ TOMKINS ROCH Tomkins, S R
More...
F3=Exit F5=Refresh F12=Previous F24=Display messages

5. Roll through the list using the page keys or the *Position to* prompt and type an **X** next to the user IDs of the users who will handle the mail and filed documents for the one user you previously selected.

   If you want to revoke the authority of some users that were previously identified to handle this user's mail and filed documents, type blanks over the X shown next to the user ID.

6. When you are finished, press the Enter key and you are shown the Select User display again. The authorities are updated and a message stating the changes were made is shown.

7. Press F12 (Previous) and you are shown the Administration menu.

Deleting Objects Owned by Office Users

Every so often, objects owned by office users may no longer be needed. As the administrator, you can delete these objects to lower the total number of objects you have to manage on the system.

To delete objects owned by a user, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER       1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 4 (Delete objects owned by Office user) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     4

F3=Exit   F12=Previous   F24=Display messages
```

The Select User display is shown.

```
                              Select User

Position to . . . . .  _________     Starting character(s) of user

Type option, press Enter.
  1=Select

Opt   User          User ID   Address     Description
_     ADMIN         ROSE      DENV        Nelson, Rose
_     ANDERSON      ANDERSON  ROCH        Anderson, Ben C
_     BENTLEY       BENTLEY   ROCH        Bentley, Dan
_     HANSON        HANSON    ROCH        Hanson, E G
_     HENKE         HENKE     DENV        Henke, S K
_     HUGHEY        HUGHEY    ROCH        Hughey, M B
_     KING          KING      ROCH        King, Jean
_     NENANCY       NENANCY   ROCH        Nelson, Nancy E
_     RNP           PETERSON  DENV        Peterson, R N
_     SHARON        SJONES    DENV        Jones, Sharon
_     TAYLOR        TJBOB     ROCH        Taylor, J Bob
_     TJA           TJA       DENV        Ashely, T J
_     TOM           TOM       ROCH        Dixon, T F
                                                          More...
F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Type a **1** next to the user whose objects you are going to delete.
4. Press the Enter key and the Delete Objects Owned by Office User display is shown.

```
                    Delete Objects Owned by Office User

User ID/Address . . . . . :  _______ _______

Type options, press Enter.
  4=Delete

Opt   Object Type      Name       Description
_     Calendar         HANSON     Hanson's calendar
_     Calendar         EDWARD     Hanson's other calendar
_     Calendar group   DEPT007    Calendar group for department 007
_     Folder           HANSON     Hanson's default folder
_     Current library  HANSON     Hanson's current library
_     Message queue    HANSON     Hanson's message queue




F3=Exit           F5=Refresh              F12=Previous
F16=Delete all    F24=Display messages
```

The list of objects owned by the user is shown on this display.

5. You can select to delete specific objects (using option 4) or you can delete all of the objects (using F16).
6. Press F12 (Previous) and you are shown the Select User display.
7. Press F12 (Previous) again and you are shown the Administration menu.

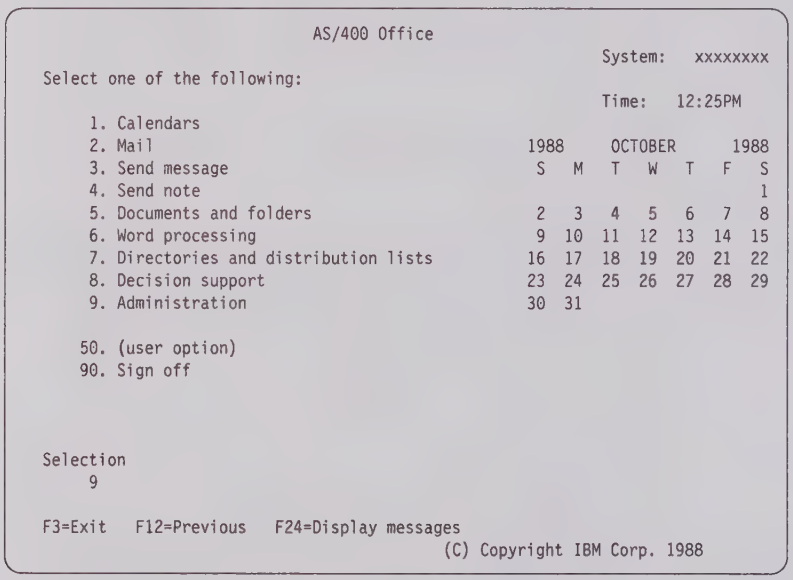
Maintaining Calendars and Personal Directories

Every so often, calendars and personal directories need to be updated. Calendar items and personal directory entries can become out of date and may no longer be needed. As the administrator, you can delete, copy, save, and restore calendars and personal directories.

Saving a Calendar

You can save a calendar by doing the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



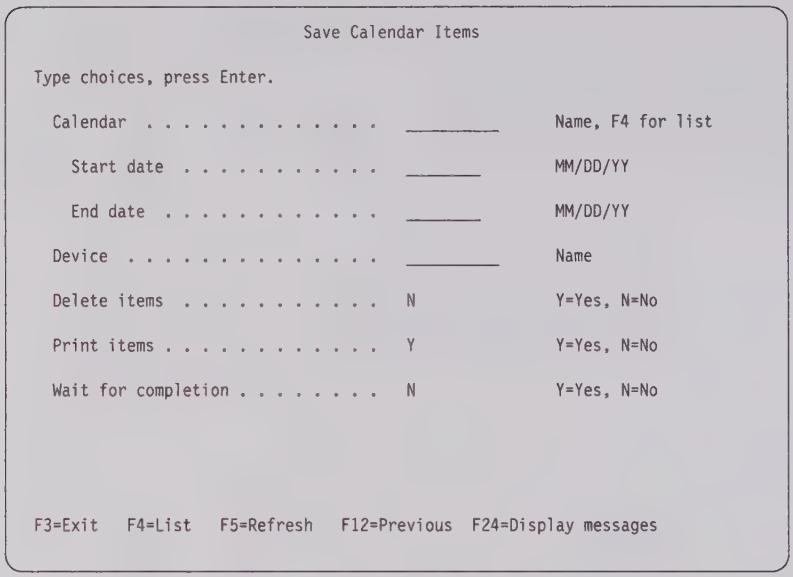
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.

```
                          Work with Office Files

Type choices, press Enter.

  Type of file . . . . . .  _   1=Calendar
                                2=Personal directory

  Option . . . . . . . . .  _   1=Save
                                2=Restore
                                3=Copy
                                4=Delete









F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Select option 1 (Calendar) for the *Type of file* prompt and option 1 (Save) for the *Option* prompt.
4. Press the Enter key and the Save Calendar Items display is shown.


Save Calendar Items
Type choices, press Enter.
Calendar . . . . . Name, F4 for list
Start date . . . . . MM/DD/YY
End date . . . . . MM/DD/YY
Device . . . . . Name
Delete items . . . . . N Y=Yes, N=No
Print items . . . . . Y Y=Yes, N=No
Wait for completion . . . . . N Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the calendar you want to save for the *Calendar* prompt and the device you want to save the calendar on for the *Device* prompt. The device can be either diskette or tape. If you are not sure of the name of the calendar, press F4 (List). A list of calendars that you are authorized to is shown. From the list, choose the one you want to save.

   If you want to save the calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to stop for the *End date* prompt. Leave these prompts blank if you want to save all items from the calendar. You can also specify to have the items you are saving deleted from the system after they are saved by specifying Y (Yes) for the *Delete items* prompt.

6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the calendar items are being saved. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.

7. Press the Enter key. All calendar items are saved.

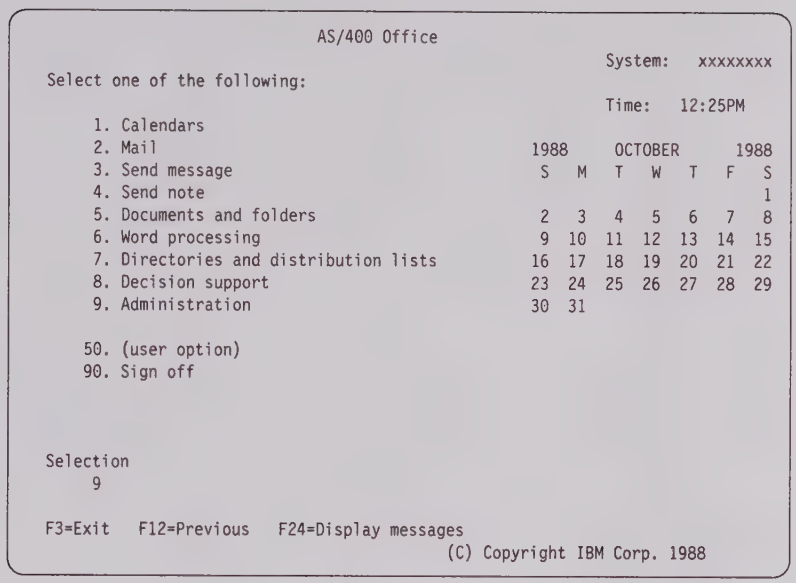
   The Save Calendar Items display is shown again. You can continue saving other calendars from this display.

8. Press F3 (Exit) and the AS/400 Office menu is shown.

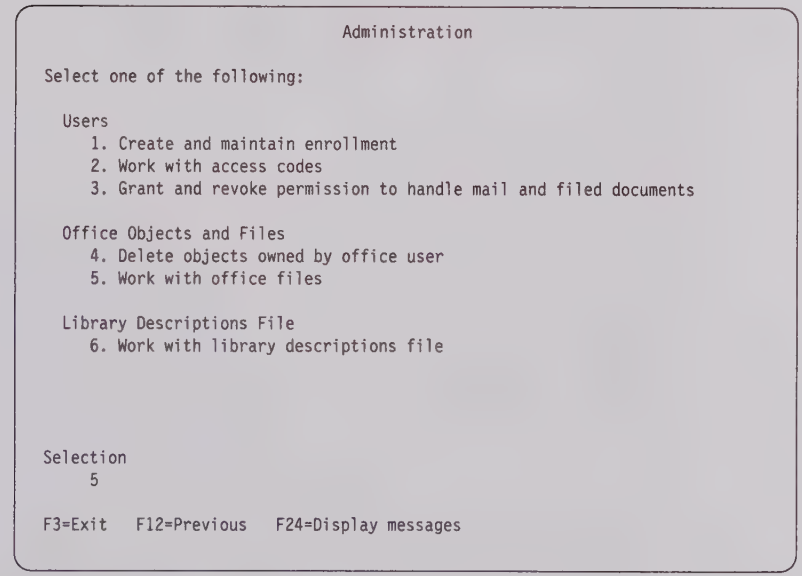
Restoring a Calendar

You can restore a calendar by doing the following:

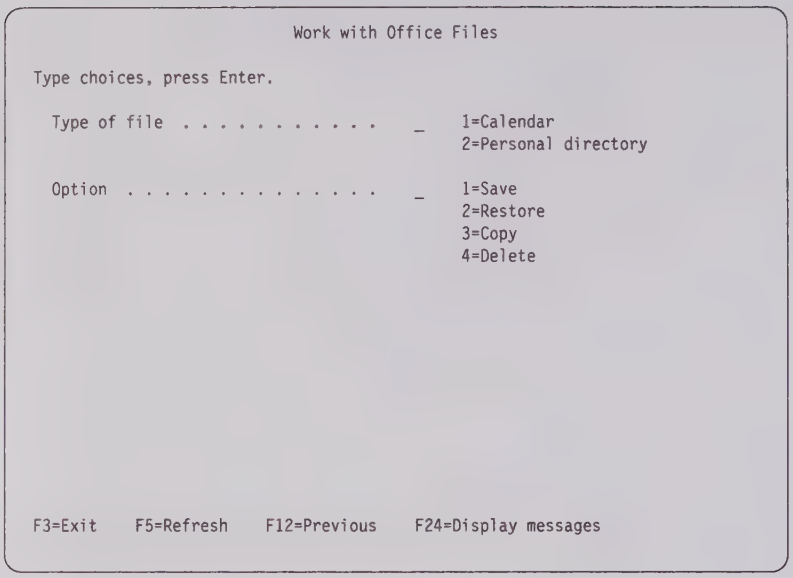
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



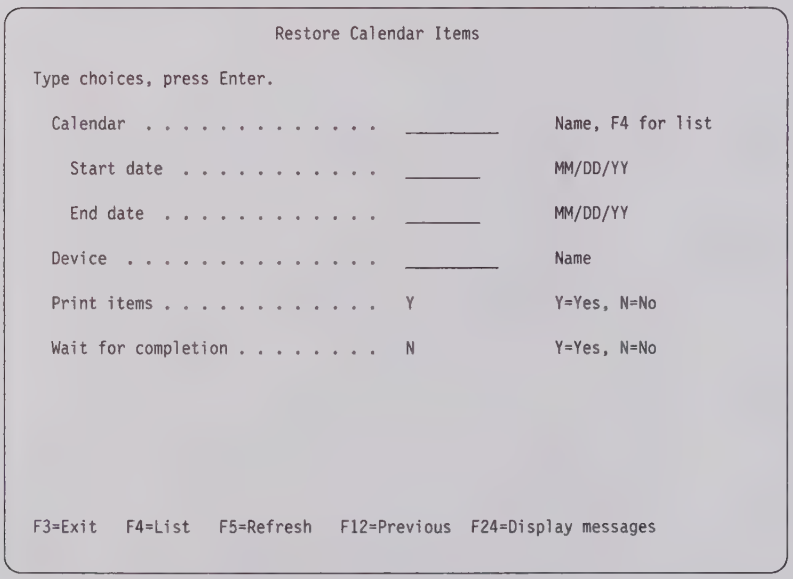
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.


Administration
Select one of the following:
Users
1. Create and maintain enrollment
2. Work with access codes
3. Grant and revoke permission to handle mail and filed documents
Office Objects and Files
4. Delete objects owned by office user
5. Work with office files
Library Descriptions File
6. Work with library descriptions file
Selection
5
F3=Exit F12=Previous F24=Display messages

The Work with Office Files display is shown.


Work with Office Files
Type choices, press Enter.
Type of file . . . . . _ 1=Calendar
2=Personal directory
Option . . . . . _ 1=Save
2=Restore
3=Copy
4=Delete
F3=Exit F5=Refresh F12=Previous F24=Display messages

3. Select option 1 (Calendar) for the *Type of file* prompt and option 2 (Restore) for the *Option* prompt.
4. Press the Enter key and the Restore Calendar Items display is shown.


Restore Calendar Items
Type choices, press Enter.
Calendar . . . . . Name, F4 for list
Start date . . . . . MM/DD/YY
End date . . . . . MM/DD/YY
Device . . . . . Name
Print items . . . . . Y Y=Yes, N=No
Wait for completion . . . . . N Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the calendar you want to restore for the *Calendar* prompt and the name of the device you want to restore the calendar from for the *Device* prompt. If you are not sure of the name of the calendar, press F4 (List). A list of calendars that you are authorized to is shown. From the list, choose the one you want to restore.

   If you want to restore the calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to stop for the *End date* prompt. Leave these prompts blank if you want to restore the entire calendar.

6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the calendar items are being restored. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
7. Press the Enter key. The calendar items are restored.

   The Restore Calendar Items display is shown again. You can continue restoring other calendars from this display.
8. Press F3 (Exit) and the AS/400 Office menu is shown.

Copying a Calendar

You can copy a calendar by doing the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                        System:   xxxxxxxx
Select one of the following:

                                                        Time:   12:25PM
     1. Calendars
     2. Mail                                      1988      OCTOBER       1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

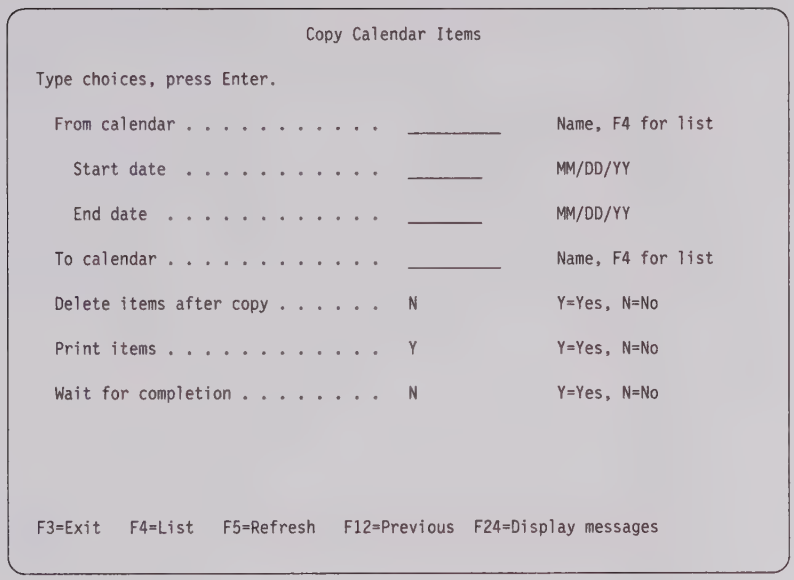
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.

```
                          Work with Office Files

Type choices, press Enter.

  Type of file . . . . . .  _   1=Calendar
                                2=Personal directory

  Option . . . . . . . . .  _   1=Save
                                2=Restore
                                3=Copy
                                4=Delete

F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Select option 1 (Calendar) for the *Type of file* prompt and option 3 (Copy) for the *Option* prompt.
4. Press the Enter key and the Copy Calendar Items display is shown.


Copy Calendar Items
Type choices, press Enter.
From calendar . . . . . _____ Name, F4 for list
Start date . . . . . _____ MM/DD/YY
End date . . . . . _____ MM/DD/YY
To calendar . . . . . _____ Name, F4 for list
Delete items after copy . . . . . N Y=Yes, N=No
Print items . . . . . Y Y=Yes, N=No
Wait for completion . . . . . N Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the calendar you want to copy for the *From calendar* prompt and the calendar you want to copy the current calendar into for the *To calendar* prompt. If you are not sure of the name of the calendar, press F4 (List). A list of calendars that you are authorized to is shown. From the list, choose the one you want to copy.

   If you want to copy the calendar items for a specific range of time, specify the date to start for the *Start date* prompt and the date to stop for the *End date* prompt. Leave these prompts blank if you want to copy the entire calendar. You can also specify to have the items you are copying deleted after the copy by specifying Y (Yes) for the *Delete items after copy* prompt.

6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the calendar items are being copied. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.

7. Press the Enter key. The calendar items are copied.

   The Copy Calendar Items display is shown again. You can continue copying other calendars from this display.

8. Press F3 (Exit) and the AS/400 Office menu is shown.

Deleting Calendar Items

You can delete calendar items by doing the following:

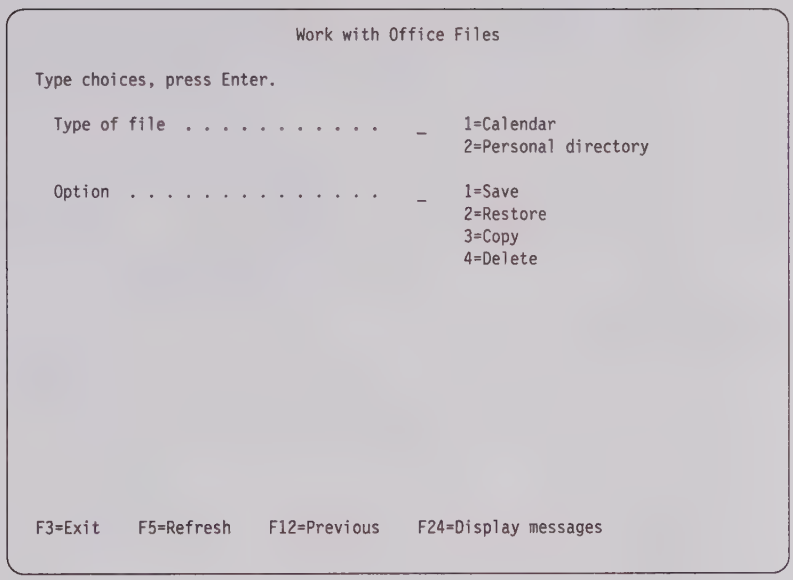
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                      1988     OCTOBER      1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

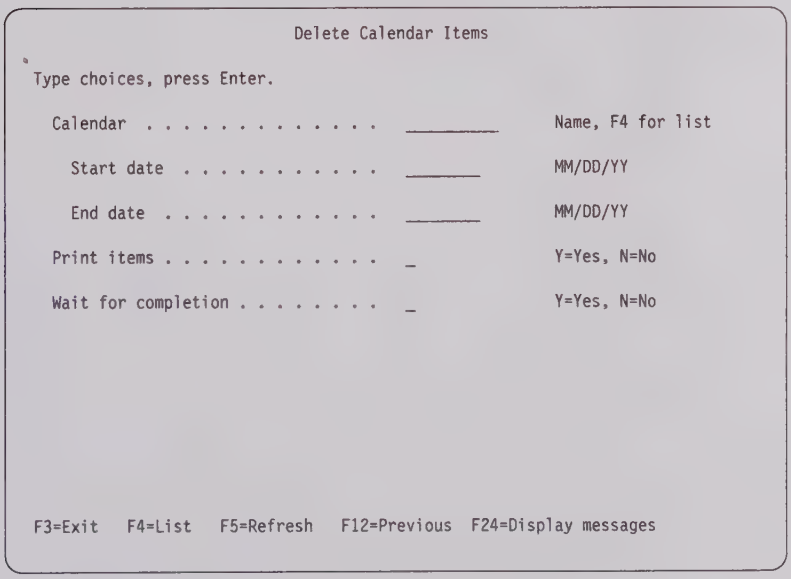
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.


Work with Office Files
Type choices, press Enter.
Type of file . . . . . _ 1=Calendar
2=Personal directory
Option . . . . . _ 1=Save
2=Restore
3=Copy
4=Delete
F3=Exit F5=Refresh F12=Previous F24=Display messages

3. Select option 1 (Calendar) for the *Type of file* prompt and option 4 (Delete) for the *Option* prompt.
4. Press the Enter key and the Delete Calendar Items display is shown.


Delete Calendar Items
Type choices, press Enter.
Calendar . . . . . Name, F4 for list
Start date . . . . . MM/DD/YY
End date . . . . . MM/DD/YY
Print items . . . . . Y=Yes, N=No
Wait for completion . . . . . Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the calendar you want to delete for the *Calendar* prompt. If you are not sure of the name of the calendar, press F4 (List). A list of calendars that you are authorized to is shown. From the list, choose the one you want to delete.

   If you want to delete the calendar items for a specific range of time, specify the date to start the deletions on for the *Start date* prompt and the date to stop the deletions on for the *End date* prompt. Leave these prompts blank if you want to delete all the calendar items.

6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the calendar items are being deleted. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
7. Press the Enter key. The calendar items are deleted.

   The Delete Calendar Items display is shown again. You can continue deleting other calendars from this display.
8. Press F3 (Exit) and the AS/400 Office menu is shown.

Saving Personal Directories

You can save a personal directory by doing the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                          AS/400 Office
                                                        System:   xxxxxxxx
Select one of the following:
                                                        Time:   12:25PM
     1. Calendars
     2. Mail                                    1988      OCTOBER       1988
     3. Send message                             S   M   T   W   T   F   S
     4. Send note                                                        1
     5. Documents and folders                    2   3   4   5   6   7   8
     6. Word processing                          9  10  11  12  13  14  15
     7. Directories and distribution lists      16  17  18  19  20  21  22
     8. Decision support                        23  24  25  26  27  28  29
     9. Administration                          30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

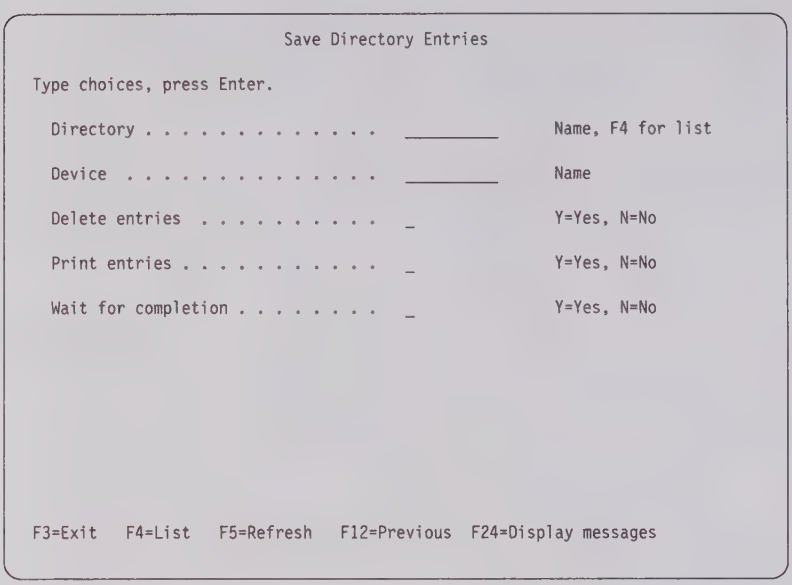
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.

```
                          Work with Office Files

Type choices, press Enter.

  Type of file . . . . . .  _   1=Calendar
                                2=Personal directory

  Option . . . . . . . . .  _   1=Save
                                2=Restore
                                3=Copy
                                4=Delete

F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Select option 2 (Personal directory) for the *Type of file* prompt and option 1 (Save) for the *Option* prompt.
4. Press the Enter key and the Save Directory Entries display is shown.


Save Directory Entries
Type choices, press Enter.
Directory . . . . . _____ Name, F4 for list
Device . . . . . _____ Name
Delete entries . . . . . _ Y=Yes, N=No
Print entries . . . . . _ Y=Yes, N=No
Wait for completion . . . . . _ Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the directory you want to save for the *Directory* prompt and the device you want to save the directory on for the *Device* prompt. The device can be either diskette or tape. If you are not sure of the name of the personal directory, press F4 (List). A list of personal directories that you are authorized to is shown. From the list, choose the one you want to save.
6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the directory entries are being saved. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.
7. Press the Enter key. The directory entries are saved.

   The Save Directory Entries display is shown again. You can continue saving other directories from this display.
8. Press F3 (Exit) and the AS/400 Office menu is shown.

Restoring Personal Directories

You can restore a personal directory by doing the following:

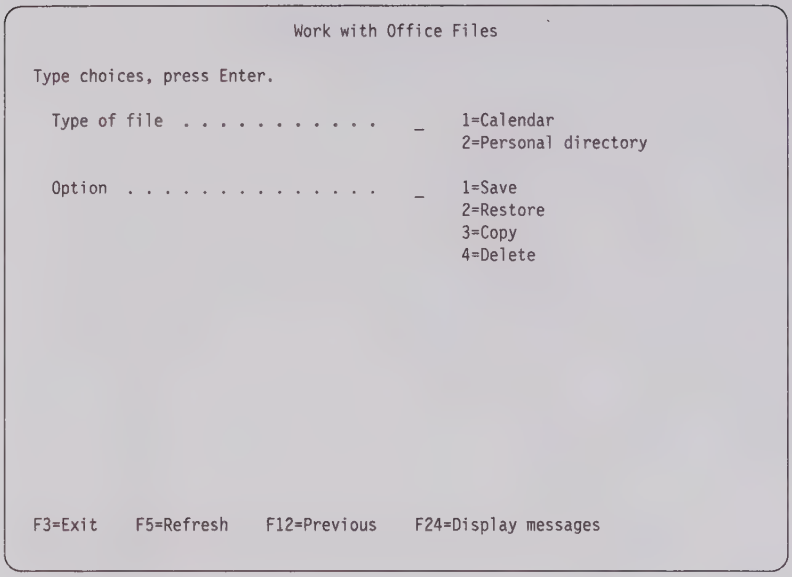
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                    1988      OCTOBER       1988
     3. Send message                             S   M   T   W   T   F   S
     4. Send note                                                        1
     5. Documents and folders                    2   3   4   5   6   7   8
     6. Word processing                          9  10  11  12  13  14  15
     7. Directories and distribution lists      16  17  18  19  20  21  22
     8. Decision support                        23  24  25  26  27  28  29
     9. Administration                          30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

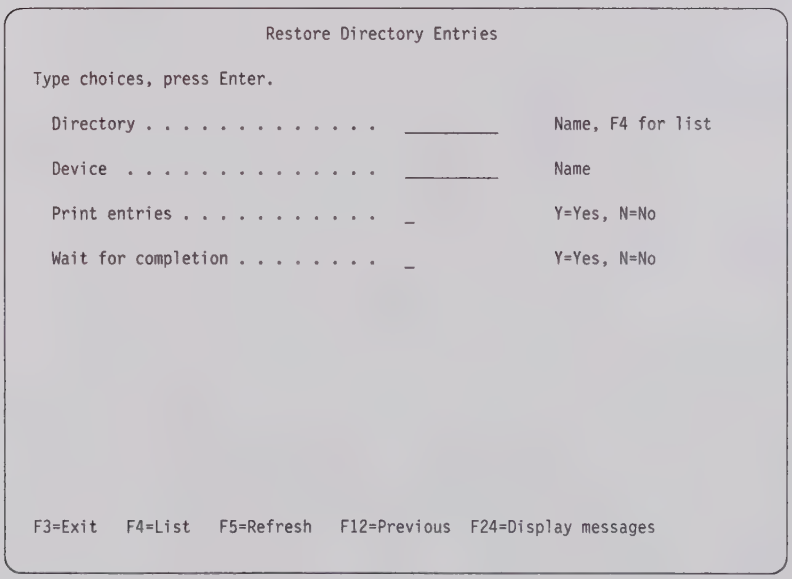
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.


Work with Office Files
Type choices, press Enter.
Type of file . . . . . _ 1=Calendar
2=Personal directory
Option . . . . . _ 1=Save
2=Restore
3=Copy
4=Delete
F3=Exit F5=Refresh F12=Previous F24=Display messages

3. Select option 2 (Personal directory) for the *Type of file* prompt and option 2 (Restore) for the *Option* prompt.
4. Press the Enter key and the Restore Directory Entries display is shown.


Restore Directory Entries
Type choices, press Enter.
Directory . . . . . Name, F4 for list
Device . . . . . Name
Print entries . . . . . _ Y=Yes, N=No
Wait for completion . . . . . _ Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the directory you want to restore for the *Directory* prompt and the name of the device you want to restore the directory from for the *Device* prompt. If you are not sure of the name of the personal directory, press F4 (List). A list of personal directories that you are authorized to is shown. From the list, choose the one you want to restore.
6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the directory entries are being restored. If

you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.

7. Press the Enter key. The directory entries are restored.

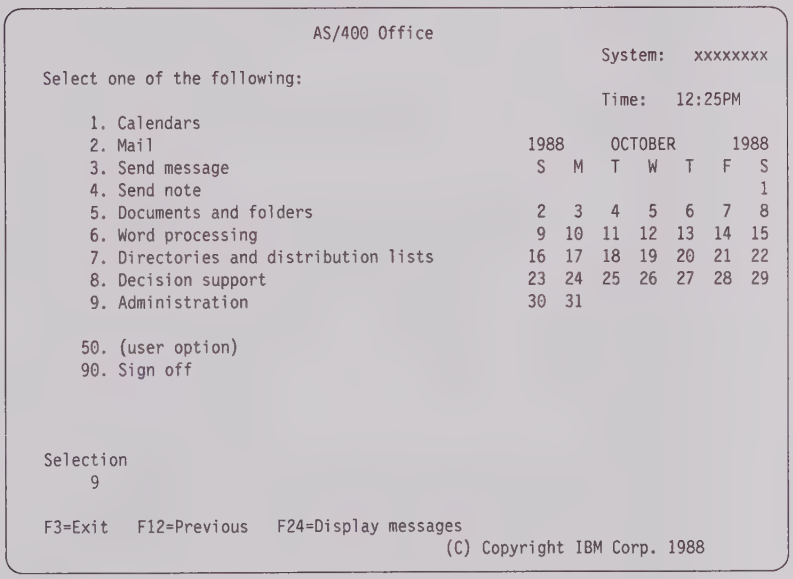
   The Restore Directory Entries display is shown again. You can continue restoring other directories from this display.

8. Press F3 (Exit) and the AS/400 Office menu is shown.

Copying Personal Directories

You can copy a personal directory by doing the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



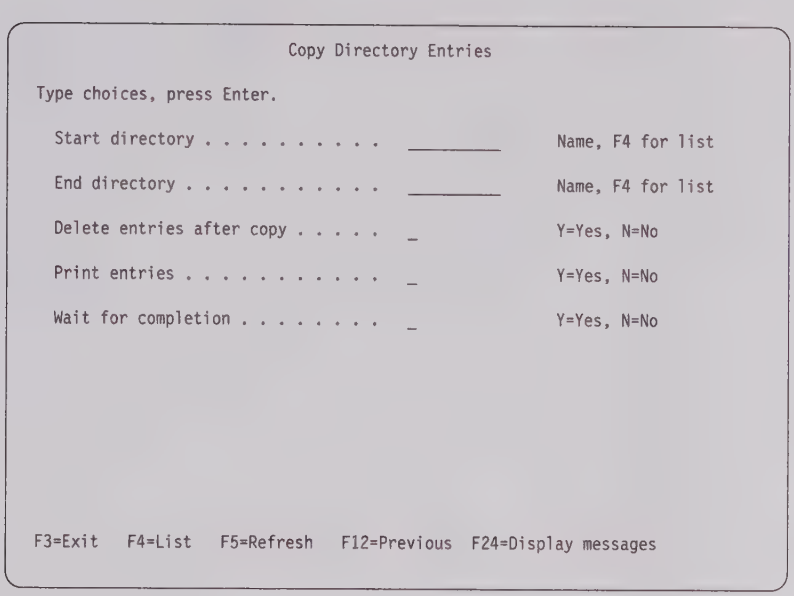
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.

```
                          Work with Office Files

Type choices, press Enter.

  Type of file . . . . . .  _   1=Calendar
                                2=Personal directory

  Option . . . . . . . . .  _   1=Save
                                2=Restore
                                3=Copy
                                4=Delete

F3=Exit    F5=Refresh    F12=Previous    F24=Display messages
```

3. Select option 2 (Personal directory) for the *Type of file* prompt and option 3 (Copy) for the *Option* prompt.
4. Press the Enter key and the Copy Directory Entries display is shown.


Copy Directory Entries
Type choices, press Enter.
Start directory . . . . . _____ Name, F4 for list
End directory . . . . . _____ Name, F4 for list
Delete entries after copy . . . . . _ Y=Yes, N=No
Print entries . . . . . _ Y=Yes, N=No
Wait for completion . . . . . _ Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the personal directory you want to copy for the *Start directory* prompt and the personal directory you want to copy the current directory into for the *End directory* prompt. If you are not sure of the name of the personal directory, press F4 (List). A list of personal directories that you are authorized to is shown. From the list, choose the one you want to copy.

   If you want to delete the entries you are copying after the copy, specify Y (Yes) for the *Delete entries after copy* prompt.

6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the directory entries are being copied. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.

7. Press the Enter key. The directory entries are copied.

   The Copy Directory Entries display is shown again. You can continue copying other directories from this display.

8. Press F3 (Exit) and the AS/400 Office menu is shown.

Deleting Personal Directory Entries

You can delete personal directory entries by doing the following:

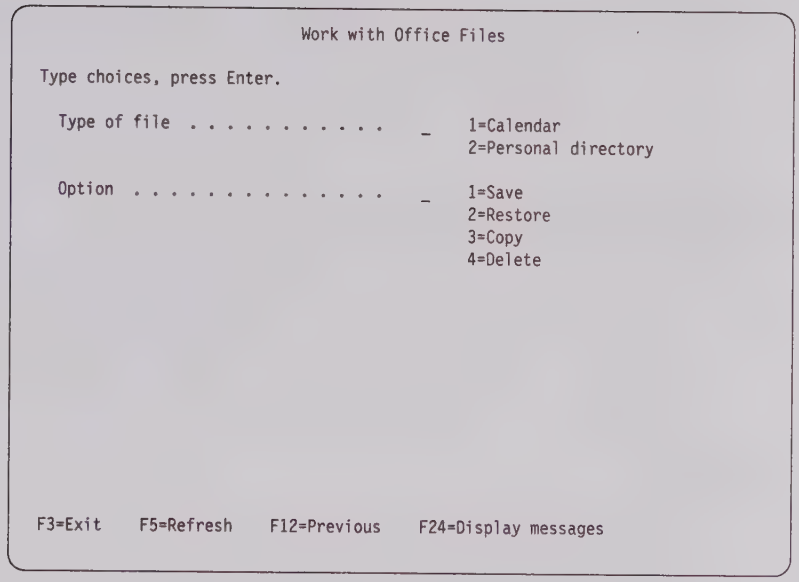
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

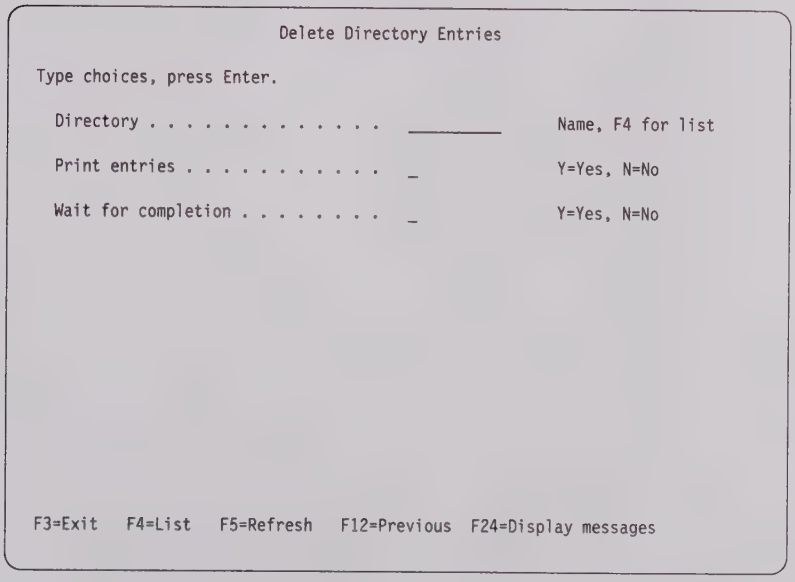
2. The Administration menu is shown. Select option 5 (Work with office files) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     5

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Office Files display is shown.



3. Select option 2 (Personal directory) for the *Type of file* prompt and option 4 (Delete) for the *Option* prompt.
4. Press the Enter key and the Delete Directory Entries display is shown.


Delete Directory Entries
Type choices, press Enter.
Directory . . . . . _____ Name, F4 for list
Print entries . . . . . _ Y=Yes, N=No
Wait for completion . . . . . _ Y=Yes, N=No
F3=Exit F4=List F5=Refresh F12=Previous F24=Display messages

5. Type the name of the personal directory you want to delete for the *Directory* prompt. If you are not sure of the name of the personal directory, press F4 (List). A list of personal directories that you are authorized to is shown. From the list, choose the one you want to delete.
6. For the *Wait for completion* prompt, specify a Y (Yes) to run the job interactively, which means you wait while the directory entries are being deleted. If you specify an N (No), the job runs in batch mode, which means you can continue working on something else at your display station.

7. Press the Enter key. The directory entries are deleted.

   The Delete Directory Entries display is shown again. You can continue deleting other directories from this display.

8. Press F3 (Exit) and the AS/400 Office menu is shown.

Maintaining the Library Descriptions File

The library descriptions file helps users create search requests and maintains a standard set of values to be used in your office. The library descriptions file allows you to add, delete, change, and print keywords, document classes, and access codes. If your system is configured to make use of document library services from a remote system, you may add, delete, change, and print keywords, document classes, and access code information about each remote document library configured.

Adding Keywords

To add keywords, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 6 (Work with library descriptions file) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file



Selection
     6

F3=Exit    F12=Previous    F24=Display messages
```

The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library  . . . .    YOURLIB       F4 for list

  Library description
    type  . . . . . . . . .    _             1=Keyword
                                             2=Document class
                                             3=Access code









F3=Exit         F4=List                 F5=Refresh
F12=Previous    F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of this document library for the *Document library* prompt. Specify option 1 (Keyword) for the *Library description type* prompt.
4. Press the Enter key and the Work with Keywords display is shown.

```
                              Work with Keywords

Document library . . . . . :   YOURLIB

Position to  . . . . . .       _____________________

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Opt  Keyword                   Description
 _   monthly                   All monthly activity reports
 _   ordering                  All documents that request orders
 _   paper                     All letters that request paper supplies
 _   purchase                  All purchase orders

F3=Exit          F5=Refresh        F10=Add keywords       F12=Previous
F15=Print list   F16=Delete list   F24=Display messages
```

5. Press F10 (Add keywords) and the Add Keywords display is shown.

```
                                Add Keywords

Document library . . . . . :   YOURLIB

Type information, press Enter.

Keyword                    Description
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________
_________________________  _____________________________________

F3=Exit         F5=Refresh
F12=Previous    F24=Display messages
```

6. Type the new keywords under the heading *Keyword* and the descriptions of the new keywords under the heading *Description*. Use the Keywords Worksheet when filling out this display.
7. Press the Enter key. The new keywords are created and you are shown the Add Keywords display.

Deleting Keywords

When some keywords are no longer needed, you can delete them. To delete keywords, do the following:

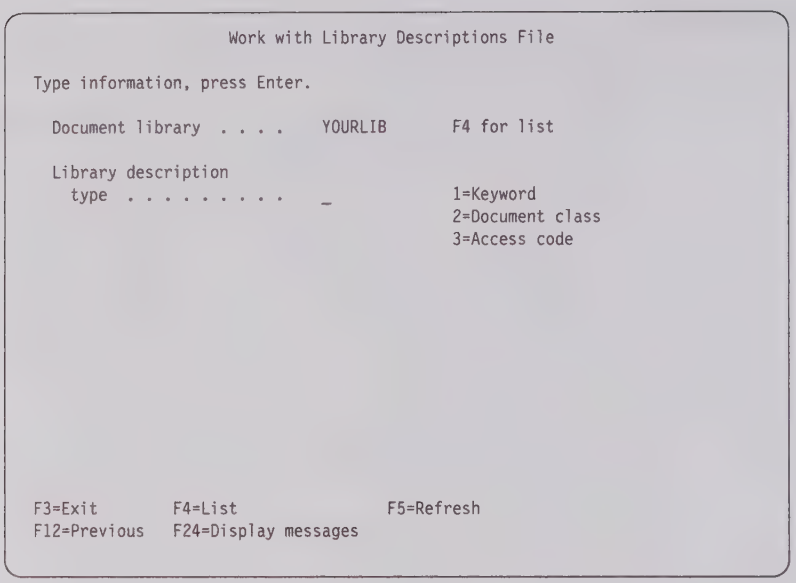
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                      1988      OCTOBER       1988
     3. Send message                               S   M   T   W   T   F   S
     4. Send note                                                          1
     5. Documents and folders                      2   3   4   5   6   7   8
     6. Word processing                            9  10  11  12  13  14  15
     7. Directories and distribution lists        16  17  18  19  20  21  22
     8. Decision support                          23  24  25  26  27  28  29
     9. Administration                            30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                          (C) Copyright IBM Corp. 1988
```

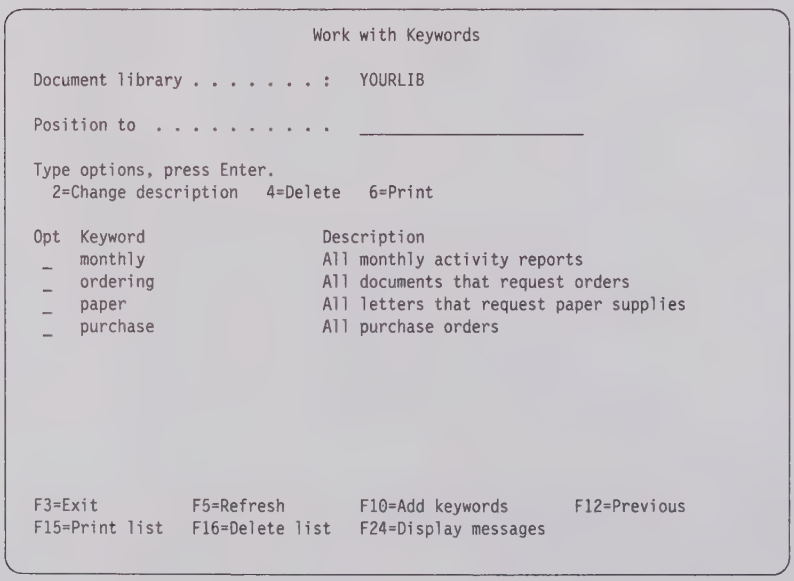
2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     6

F3=Exit   F12=Previous   F24=Display messages
```

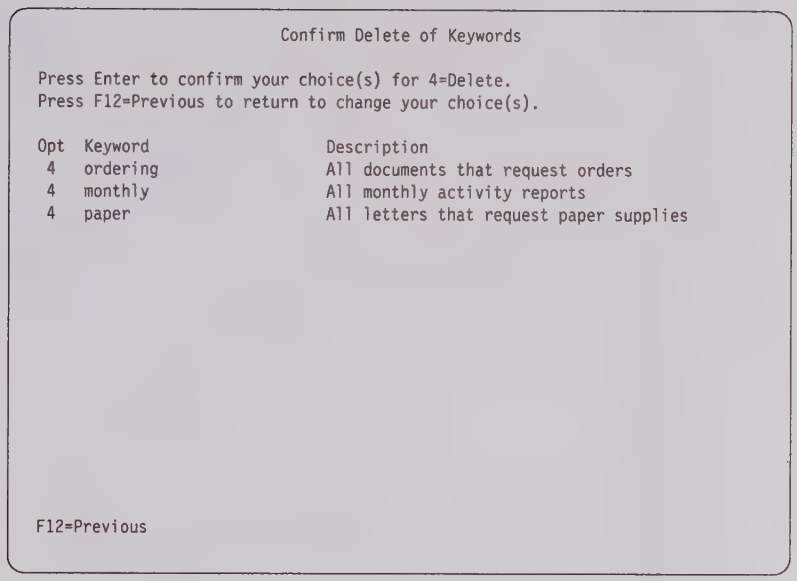
The Work with Library Descriptions File display is shown.


Work with Library Descriptions File
Type information, press Enter.
Document library . . . . YOURLIB F4 for list
Library description type . . . . . _
1=Keyword
2=Document class
3=Access code
F3=Exit F4=List F5=Refresh
F12=Previous F24=Display messages

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of this document library for the *Document library* prompt. Specify option 1 (Keyword) for the *Library description type* prompt.
4. Press the Enter key and the Work with Keywords display is shown.


Work with Keywords
Document library . . . . . : YOURLIB
Position to . . . . . _____
Type options, press Enter.
2=Change description 4=Delete 6=Print
Opt Keyword Description
_ monthly All monthly activity reports
_ ordering All documents that request orders
_ paper All letters that request paper supplies
_ purchase All purchase orders
F3=Exit F5=Refresh F10=Add keywords F12=Previous
F15=Print list F16=Delete list F24=Display messages

5. Roll through the list using the page keys or the *Position to* prompt and type a **4** (Delete) next to the keywords you want to delete.
6. Press the Enter key and the Confirm Delete of Keywords display is shown.


Confirm Delete of Keywords
Press Enter to confirm your choice(s) for 4=Delete.
Press F12=Previous to return to change your choice(s).
Opt Keyword Description
4 ordering All documents that request orders
4 monthly All monthly activity reports
4 paper All letters that request paper supplies
F12=Previous

If you do not want to delete these keywords, press F12 (Previous).

7. Press the Enter key to delete the keywords shown on the Confirm Delete of Keywords display.

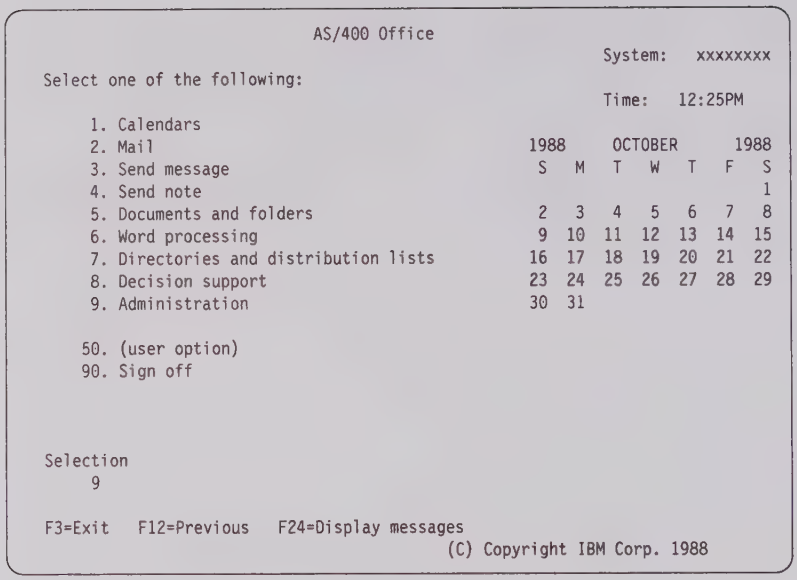
   The Work with Keywords display is shown.

8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.

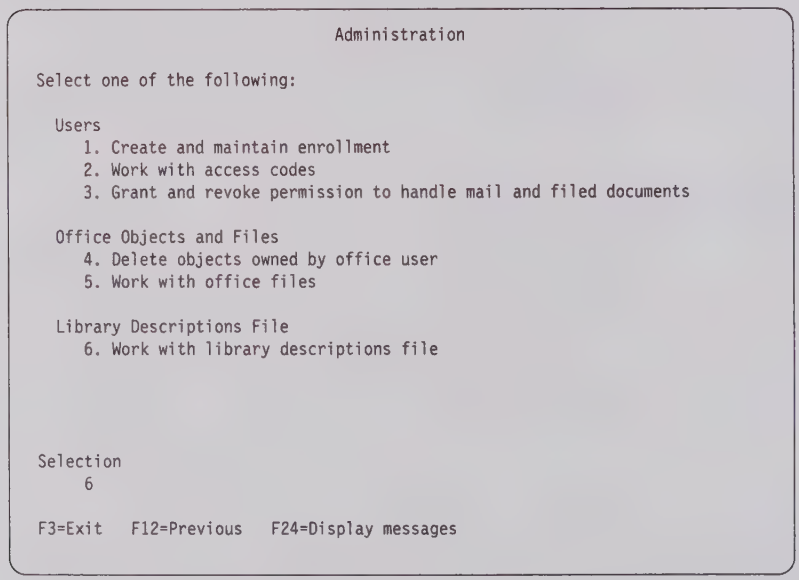
Changing Keyword Descriptions

When some keyword descriptions are no longer meaningful, you should change them. To change the description of a keyword, do the following:

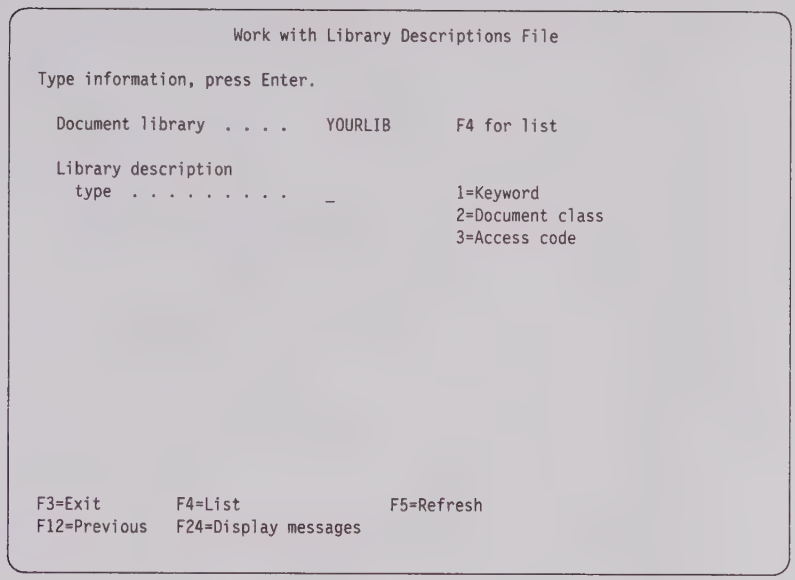
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



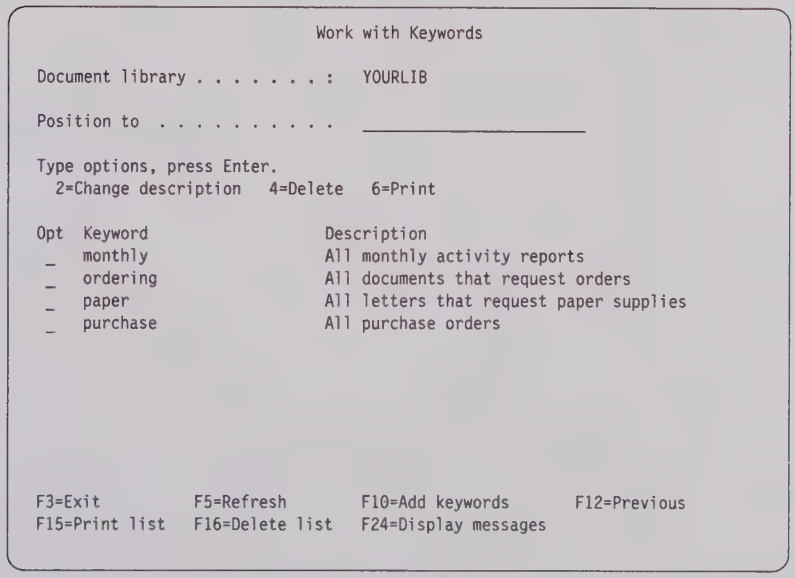
2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.


Administration
Select one of the following:
Users
1. Create and maintain enrollment
2. Work with access codes
3. Grant and revoke permission to handle mail and filed documents
Office Objects and Files
4. Delete objects owned by office user
5. Work with office files
Library Descriptions File
6. Work with library descriptions file
Selection
6
F3=Exit F12=Previous F24=Display messages

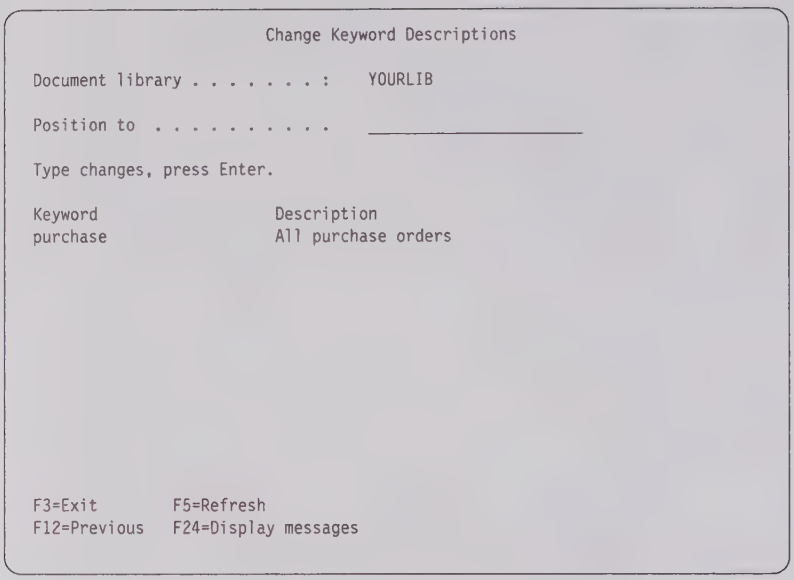
The Work with Library Descriptions File display is shown.


Work with Library Descriptions File
Type information, press Enter.
Document library . . . . YOURLIB F4 for list
Library description type . . . . . _
1=Keyword
2=Document class
3=Access code
F3=Exit F4=List F5=Refresh
F12=Previous F24=Display messages

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of this document library for the *Document library* prompt. Specify option 1 (Keyword) for the *Library description type* prompt.
4. Press the Enter key and the Work with Keywords display is shown.


Work with Keywords
Document library . . . . . : YOURLIB
Position to . . . . . _____
Type options, press Enter.
2=Change description 4=Delete 6=Print
Opt Keyword Description
_ monthly All monthly activity reports
_ ordering All documents that request orders
_ paper All letters that request paper supplies
_ purchase All purchase orders
F3=Exit F5=Refresh F10=Add keywords F12=Previous
F15=Print list F16=Delete list F24=Display messages

5. Roll through the list using the page keys or the *Position to* prompt and type a **2** (Change description) next to the keywords you want to change.
6. Press the Enter key and the Change Keyword Descriptions display is shown.



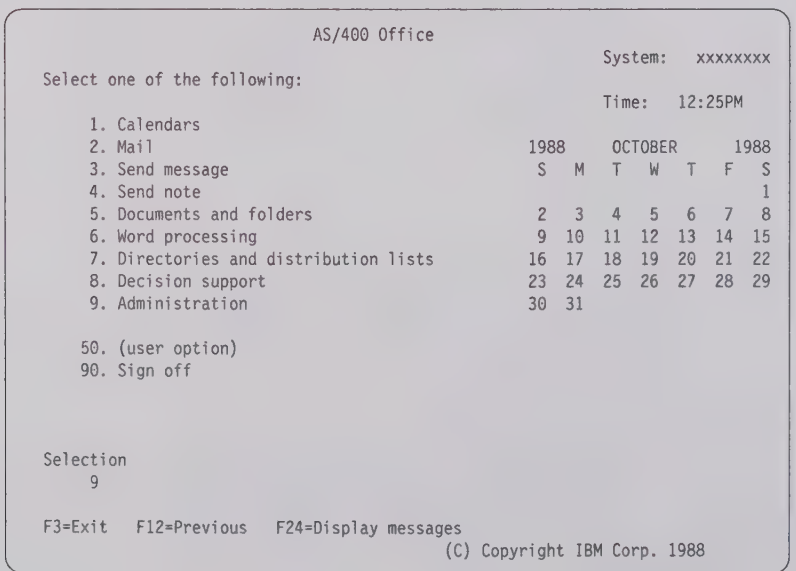
Type the new description over the existing one on this display.

7. Press the Enter key to change the descriptions and the Work with Keywords display is shown.
8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.

Adding Document Classes

To add document classes, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.



2. The Administration menu is shown. Select option 6 (Work with library descriptions file) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     6

F3=Exit    F12=Previous    F24=Display messages
```

The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library . . . .    YOURLIB       F4 for list

  Library description
    type . . . . . .  . .     _             1=Keyword
                                            2=Document class
                                            3=Access code









F3=Exit          F4=List                F5=Refresh
F12=Previous     F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 2 (Document class) for the *Library description type* prompt.
4. Press the Enter key and the Work with Document Classes display is shown.

```
                        Work with Document Classes

Document library . . . . . :   YOURLIB

Position to . . . . . _____________     Starting character(s)

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Option   Document Class     Description
  _      ALL                Specified reports, all employees
  _      CONFIDENTIAL       Confidential reports, management
  _      INTERNAL           Internal reports, not classified




F3=Exit          F5=Refresh        F10=Add document classes   F12=Previous
F15=Print list   F16=Delete list   F24=Display messages
```

5. Press F10 (Add document classes) and the Add Document Classes display is shown.

```
                           Add Document Classes

Document library . . . . . :   YOURLIB

Type information, press Enter.

Document Class              Description
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
_____________               ____________________________________
                                                          More...
F3=Exit         F5=Refresh
F12=Previous    F24=Display messages
```

Use the Document Class Worksheet to fill out this display.

6. Type the new document classes under the heading *Document Class* and the descriptions of the new document classes under the heading *Description*.
7. Press the Enter key and the new document classes are created and you are shown the Work with Document Classes display.
8. Press F3 (Exit) and you are shown the Work with Library Descriptions File display.

Deleting Document Classes

When some document classes are no longer needed, you can delete them. To delete document classes, do the following:

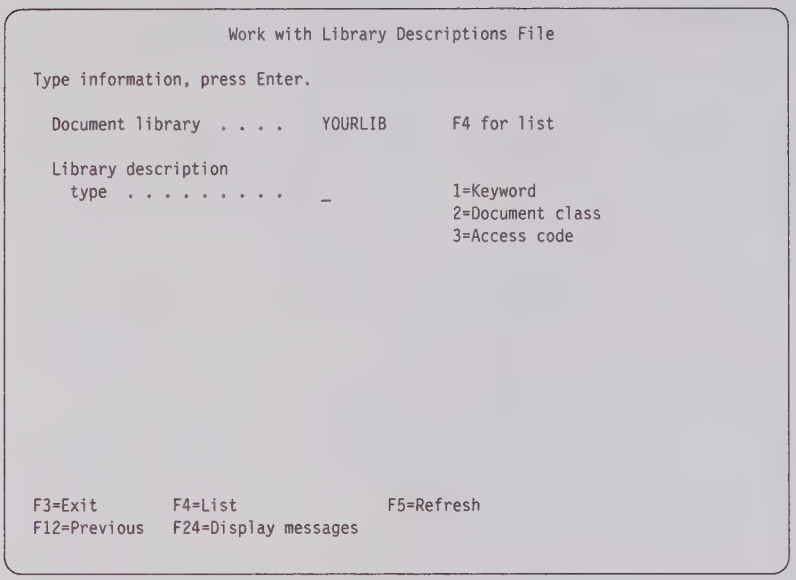
1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER       1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                          (C) Copyright IBM Corp. 1988
```

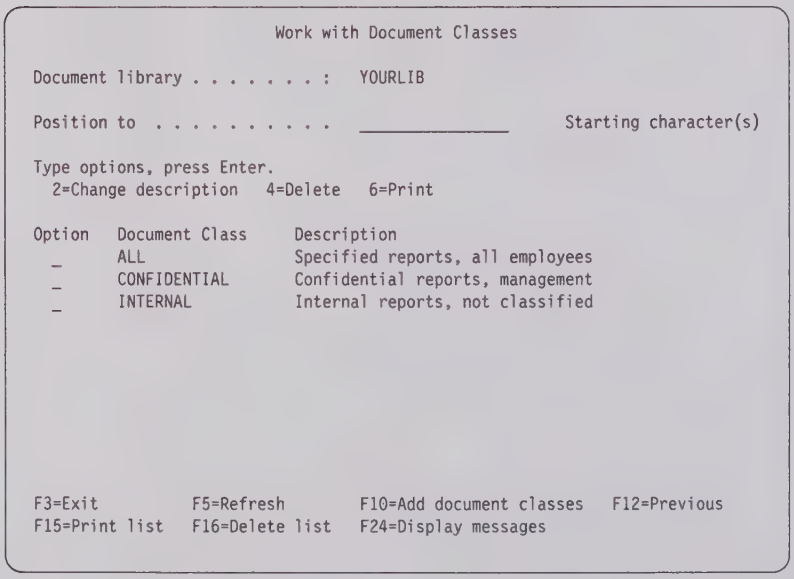
2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     6

F3=Exit   F12=Previous   F24=Display messages
```

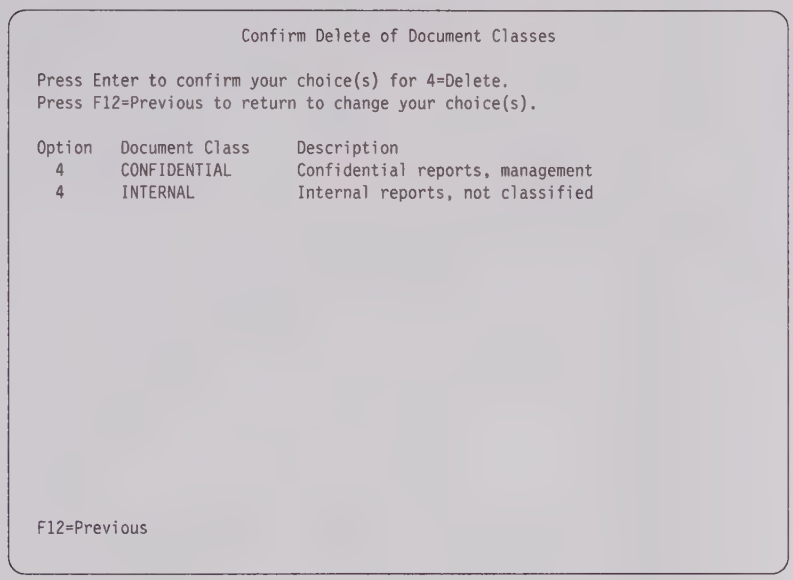
The Work with Library Descriptions File display is shown.


Work with Library Descriptions File
Type information, press Enter.
Document library . . . . YOURLIB F4 for list
Library description type . . . . . _
1=Keyword
2=Document class
3=Access code
F3=Exit F4=List F5=Refresh
F12=Previous F24=Display messages

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 2 (Document class) for the *Library description type* prompt.
4. Press the Enter key and the Work with Document Classes display is shown.


Work with Document Classes
Document library . . . . . : YOURLIB
Position to . . . . . Starting character(s)
Type options, press Enter.
2=Change description 4=Delete 6=Print
Option Document Class Description
_ ALL Specified reports, all employees
_ CONFIDENTIAL Confidential reports, management
_ INTERNAL Internal reports, not classified
F3=Exit F5=Refresh F10=Add document classes F12=Previous
F15=Print list F16=Delete list F24=Display messages

5. Roll through the list using the page keys or the *Position to* prompt and type a **4** (Delete) next to the document classes you want to delete.
6. Press the Enter key and the Confirm Delete of Document Classes display is shown.


Confirm Delete of Document Classes
Press Enter to confirm your choice(s) for 4=Delete.
Press F12=Previous to return to change your choice(s).
Option Document Class Description
4 CONFIDENTIAL Confidential reports, management
4 INTERNAL Internal reports, not classified
F12=Previous

If you do not want to delete these document classes, press F12 (Previous).

7. Press the Enter key to delete the document classes shown on the Confirm Delete of Document Classes display.

   The Work with Document Classes display is shown.

8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.

Changing Document Class Descriptions

When some document class descriptions are no longer meaningful, you should change them. To change the description of a document class, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:
                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                          (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 6 (Work with library descriptions file) on the Administration menu and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     6

F3=Exit   F12=Previous   F24=Display messages
```

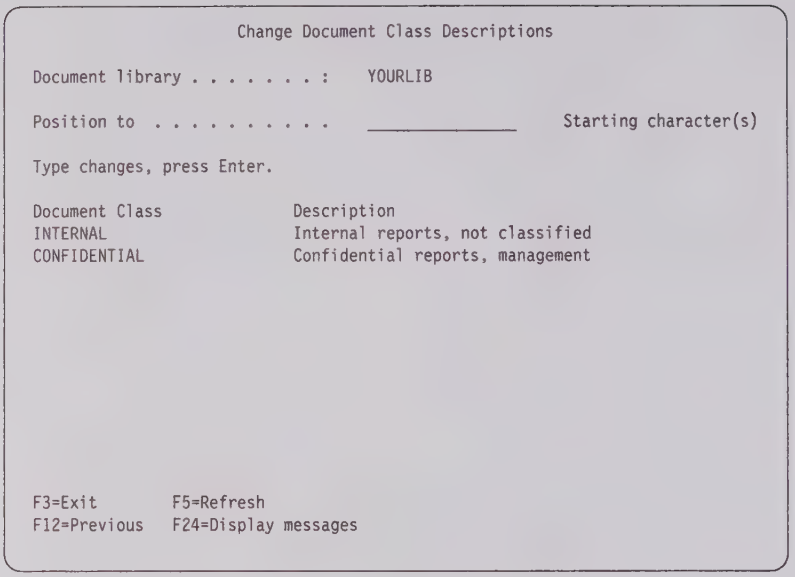
The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library . . . .    YOURLIB       F4 for list

  Library description
    type . . . . . .  . .     _             1=Keyword
                                            2=Document class
                                            3=Access code

F3=Exit        F4=List                F5=Refresh
F12=Previous   F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 2 (Document class) for the *Library description type* prompt.
4. Press the Enter key and the Work with Document Classes display is shown.

```
                          Work with Document Classes

Document library . . . . . :   YOURLIB

Position to . . . . . .  . .   _____________      Starting character(s)

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Option   Document Class     Description
  _      ALL                Specified reports, all employees
  _      CONFIDENTIAL       Confidential reports, management
  _      INTERNAL           Internal reports, not classified

F3=Exit          F5=Refresh        F10=Add document classes   F12=Previous
F15=Print list   F16=Delete list   F24=Display messages
```

5. Roll through the list using the page keys or the *Position to* prompt and type a **2** (Change description) next to the document classes you want to change.
6. Press the Enter key and the Change Document Class Descriptions display is shown.


Change Document Class Descriptions
Document library . . . . . : YOURLIB
Position to . . . . . Starting character(s)
Type changes, press Enter.
Document Class Description
INTERNAL Internal reports, not classified
CONFIDENTIAL Confidential reports, management
F3=Exit F5=Refresh
F12=Previous F24=Display messages

Type the new description over the existing one on this display.

7. Press the Enter key to change the descriptions and the Work with Document Classes display is shown.
8. Press F12 (Previous) and you are shown the Work with Library Descriptions File display.

Adding Access Codes

Access codes only allow you to read documents that are assigned the same access code. If you want to create access codes that allow you to give users authority to the access code, see "Working with Access Codes" on page 6-16. The access codes described in this chapter do not have any kind of authority associated with them.

To add access codes, do the following:

1. Start at the AS/400 Office menu. Select option 9 (Administration) from the AS/400 Office menu and press the Enter key.

```
                              AS/400 Office
                                                          System:   xxxxxxxx
Select one of the following:

                                                          Time:   12:25PM
     1. Calendars
     2. Mail                                        1988      OCTOBER      1988
     3. Send message                                 S   M   T   W   T   F   S
     4. Send note                                                            1
     5. Documents and folders                        2   3   4   5   6   7   8
     6. Word processing                              9  10  11  12  13  14  15
     7. Directories and distribution lists          16  17  18  19  20  21  22
     8. Decision support                            23  24  25  26  27  28  29
     9. Administration                              30  31

    50. (user option)
    90. Sign off



Selection
     9

F3=Exit   F12=Previous   F24=Display messages
                                        (C) Copyright IBM Corp. 1988
```

2. The Administration menu is shown. Select option 6 (Work with library descriptions file) and press the Enter key.

```
                              Administration

Select one of the following:

  Users
     1. Create and maintain enrollment
     2. Work with access codes
     3. Grant and revoke permission to handle mail and filed documents

  Office Objects and Files
     4. Delete objects owned by office user
     5. Work with office files

  Library Descriptions File
     6. Work with library descriptions file




Selection
     6

F3=Exit   F12=Previous   F24=Display messages
```

The Work with Library Descriptions File display is shown.

```
                    Work with Library Descriptions File

Type information, press Enter.

  Document library  . . . .    YOURLIB       F4 for list

  Library description
    type  . . . . . .  . .     _             1=Keyword
                                             2=Document class
                                             3=Access code

F3=Exit        F4=List              F5=Refresh
F12=Previous   F24=Display messages
```

3. If you want to work with a document library other than the local document library that is automatically shown for the *Document library* prompt, type the name of the document library for the *Document library* prompt. Specify option 3 (Access code) for the *Library description type* prompt.
4. Press the Enter key and the Work with Access Codes display is shown.

```
                          Work with Access Codes

Document library . . . . . :   YOURLIB

Position to  . . . . . .  . .  ____      Access code

Type options, press Enter.
  2=Change description   4=Delete   6=Print

Option         Code         Description
  _            0001         Budgets
  _            0002         Department Staffing Requirements
  _            0003         Payroll
  _            0004         Finance
  _            0005         Accounting
  _            0006         Status Reports
  _            0007         Personnel
  _            0008         Project Reports
  _            0009         Customer List
                                                                    More...

F3=Exit          F5=Refresh       F10=Add access codes   F12=Previous
F15=Print list   F16=Delete all   F24=Display messages
```

5. Press F10 (Add access codes) and the Add Access Codes display is shown.

Chapter 9. Administer System Activity

The key to running a productive and efficient office is the effective use of AS/400 resources. Careful monitoring and fine tuning of system activity can improve the performance of your system and can make day-to-day operations run smoothly and free from interruption.

This chapter describes the following:

- Using menus
- Using commands to operate the system
- Handling messages

Other AS/400 information can give you the details about operating the system, monitoring and controlling overall system activity, and improving system performance. These include:

- The *Operator's Guide*. This manual provides detailed descriptions of how to:
  - Start and stop the AS/400 system, including instructions on how to perform an initial program load (IPL) and how to power down the system
  - Control jobs
  - Control printing
  - Save and restore objects
  - Display the status of system activity
  - Establish communications links with other systems and devices
  - Perform problem analysis and report problems
- The online information for Control Language (CL) commands and system tasks.

Using Menus

The AS/400 system provides menus to help you do a task, which is very helpful if you are not quite sure what task it is you want to do. Menus guide you through the different functions of the system and help identify tasks by grouping similar tasks on one menu.

Using Menus to Do Office Tasks

To do AS/400 Office tasks on the Office Tasks menu, do the following:

1. Type **GO OFFICE** on the command line of your menu or display.
2. Press the Enter key and the Office Tasks menu is shown.
3. Type the option that is related to the task you want to do.
4. Press the Enter key and the next menu is shown.
5. Continue to select options until you have completed your task.

Using Menus to Do User Tasks

To do AS/400 user tasks on the User Tasks menu, do the following:

1. Type **GO USER** on the command line of your menu or display.
2. Press the Enter key and the User Tasks menu is shown.
3. Type the option that is related to the task you want to do.
4. Press the Enter key and the next menu is shown.
5. Continue to select options until you have completed your task.

Using Menus to Operate the System

To operate the AS/400 system using menus, do the following:

1. Type **GO SYSTEM** on the command line of your menu or display.
2. Press the Enter key and the General System Tasks menu is shown.
3. Type the option that is related to the task you want to do.
4. Press the Enter key and the next menu is shown.
5. Continue to select options until you have completed your task.

Using Menus to Do User Support Tasks

To do AS/400 User Support tasks using a menu, do the following:

1. Type **GO SUPPORT** on the command line of your menu or display.
2. Press the Enter key and the User Support menu is shown.
3. Type the option that is related to the task you want to do.
4. Press the Enter key and the next menu is shown.
5. Continue to select options until you have completed your task.

Using Commands to Operate the System

The AS/400 system provides commands because they allow you to do quickly the task at hand. Unlike menus, commands do not guide you through the system, but rather you must enter the exact command for the task you want to do.

The tables in this section contain some of the tasks that you may do frequently. These tasks are listed with a brief description along with the names of the corresponding AS/400 command. These tasks are listed in alphabetical order and are divided into the following groups:

- Controlling jobs and system activity
- Using diskette and tape
- Saving and restoring information
- Controlling devices

For information about additional tasks, see the online information.

When You Know the Name of a Command

Use the following steps when you know the name of the command that does the task:

1. Type the name of the command you want to use and press F4 (Prompt) to show additional information to help you use the command. If you need more information:
   a. Move the cursor to the area of the display that you need further information about.
   b. Press the Help key; online help information is displayed.
   c. Read the help information.
   d. Press F12 (Previous) to return to the last display.
   e. Type the parameter values you want to run with the command if parameters are associated with the command you selected.

      Note: You may need to repeat these steps for other parameters you need more information about.

2. Press the Enter key to have the system process the command.

When You Do Not Know the Name of a Command

When you are signed on the AS/400 system, you can use the command online help to do a task.

1. Move the cursor to the command line, but do not type anything.
2. Press F4 (Prompt); the Command Grouping (MAJOR) menu is shown.
3. Type a **1** and press the Enter key; the All Commands (ALLCMD) display is shown which allows you to select a command from a list of all the commands on the system.
4. Type the option of the command you want to use.
5. Press F4 (Prompt); the system shows you additional information to help you use the command. If you need more information:
   a. Move the cursor to the area of the display that you need further information about.
   b. Press the Help key; online help information is displayed.
   c. Read the online help information.
   d. Press F12 (Previous) to return to the last display.
   e. Type the parameter values you want to run with the command if parameters are associated with the command you selected.
6. Press the Enter key to have the system run the command.

Controlling Jobs and System Activity

Listed are a number of commands that you can use to verify and control jobs and system activity at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Task	Description	Command
Change system value	The Change System Value command changes the current value for a specified system value.	CHGSYSVAL
Display log	The Display Log command displays the specified system log, such as a history log (QHST) or a problem log (QPRB).	DSPLOG
Submit a job	The Submit Job command allows a running job to submit another job to the job queue to be run later as a batch job.	SBMJOB
Work with active jobs	The Work with Active Jobs command displays a list of active jobs in the system along with information for determining performance problems. Using this command, you can change a job, hold a job, end a job, work with other jobs, release a job, exclude a job, or display spool files. Using this command, you can restart statistics and display elapsed data.	WRKACTJOB

Task	Description	Command
Work with job queues	The Work with Job Queues command allows you to do such tasks as change, hold, end, release or work with a job on a job queue, or hold, release, or work with a job queue.	WRKJOBQ
Work with output queues	The Work with Output Queues command shows either the Work with All Output Queues display or the Work with Output Queue display. The Work with All Output Queues display allows you to do tasks such as change, hold, release or work with an output queue. The Work with All Output Queue display allows you to change, hold, delete, or release a spooled file on an output queue.	WRKOUTQ
Work with readers	The Work with Readers command allows you to hold, release, or end a reader, or display detailed status about a reader. Using this command, you can work with both data base and diskette readers.	WRKRDR
Work with spooled files	The Work with Spooled Files command allows you to change, hold, release, or delete a spooled file, or display detailed status about a spooled file.	WRKSPLF
Work with user jobs	The Work with User Jobs command allows your running job to change your job, hold your job, end your job, work with other jobs, release your job, exclude your job, or display your spool files. Using this command, you can restart statistics and display elapsed data for your jobs.	WRKUSRJOB
Work with writers	The Work with Writers command allows you to start, change, hold, release, or end writers; display output queues; or display messages related to writers.	WRKWTR

Using Diskette and Tape

Listed are a number of commands and procedures that you can use to perform your diskette, tape, or save file tasks at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Task	Description	Command
Check diskette	The Check Diskette command checks a diskette for a specific volume identifier.	CHKDKT
Check tape	The Check Tape command searches a tape volume mounted on a specific device for a unique volume identifier, file label, or both.	CHKTAP
Clear diskette	The Clear Diskette command deletes all files, active and inactive, by deleting the data file identifiers from the diskette label area on the diskette.	CLRDKT

Task	Description	Command
Dump tape	The Dump Tape command is used to copy label information or data blocks from tape to a spooled printer file.	DMPTAP
Copy a diskette	The Duplicate Diskette command is used to copy the contents of one diskette to another diskette.	DUPDKT
Delete diskette label	The Delete Diskette Label command deletes the label (data file identifier) of the named data file from a diskette; the data file must be in the basic exchange format.	DLTDKTLBL
Display diskette	The Display Diskette command displays the volume label and data file identifier information that is contained on diskette.	DSPDKT
Display save file	The Display Save File command displays the save files stored on your system.	DSPSAVF
Display tape	The Display Tape command displays the volume label and data file identifier information that is contained on a standard labeled magnetic tape, or the volume type and density of a tape that is not labeled. Optionally, you can display save and restore information for volumes in save or restore format.	DSPTAP
Format a diskette	The Initialize Diskette command prepares a diskette by writing information on it and setting the format that is to be used to store objects and data on it. Optionally, you can display save and restore information for volumes in save or restore format.	INZDKT
Format a tape	The Initialize Tape command prepares magnetic tapes for use on the system. This command must be used to write volume labels on standard magnetic tapes. Tapes which are not labeled must also be prepared using this command.	INZTAP
Rename a diskette	The Rename Diskette command changes the name of the diskette or changes the name (or identifier) of its owner.	RNMDKT

Saving and Restoring Information

Listed are a number of commands that you can use to perform your save and restore tasks at your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Task	Description	Command
Restore authority	The Restore Authority command restores the authority of object usage to a user profile.	RSTAUT
Restore document library objects	The Restore Document Library Objects command restores documents and folder objects to the system that were saved on diskette, tape, or save files.	RSTDLO

Task	Description	Command
Restore library	The Restore Library command restores to the system one or all user libraries that were saved on diskette or tape, or restores a user library that was saved in a save file.	RSTLIB
Restore object	The Restore Object command restores to the system a single object or a group of objects in a single library that were saved on diskette or tape or in a save file by a single command.	RSTOBJ
Restore user profile	The Restore User Profile command restores the basic parts of a user profile or a set of user profiles that were saved using the Save System (SAVSYS) command.	RSTUSRPRF
Save changed object	The Save Changed Object command saves a copy of each object or a group of objects located in the same library that have changed from a specified date.	SAVCHGOBJ
Save document library objects	The Save Document Library Objects command saves the specified document or folder.	SAVDLO
Save library	The Save Library command saves one or more libraries or all user libraries to tape, diskette, or to a save file on the system. Using this command, you can save the QGPL library and all user-created libraries. QSYS, QDOC, and other OS/400-required libraries are not supported.	SAVLIB
Save object	The Save Object command saves a copy of a single object or a group of objects located in the same library to tape, diskette, or a save file on the system.	SAVOBJ
Save save file data	The Save Save File Data command saves the contents of a save file to either tape or diskette.	SAVSAVFDTA
Save system	The Save System command saves the QSYS library to tape; however, it does not save the QGPL library or other utility libraries, such as QRPG or IDU.	SAVSYS

Controlling Devices

Listed are a number of commands that you can use to control system devices, lines, and controllers from your display station. This list does not include all of the commands that are available to you. For more information on a command, see the online information.

Task	Description	Command
Vary configuration	The Vary Configuration command is used to bring (vary) one or more devices, lines, or controllers online with the system or offline.	VRYCFG

Task	Description	Command
Work with configuration status	The Work with Configuration Status command shows the names and status of specified lines, controllers, and devices.	WRKCFGSTS
Work with controller descriptions	The Work with Controller Descriptions command allows you to create, change, copy, delete, display, or print information about the descriptions for controllers.	WRKCTLD
Work with device descriptions	The Work with Device Descriptions command allows you to create, change, copy, delete, display, or print information about descriptions for lines, controllers, or devices.	WRKDEVD
Work with line descriptions	The Work with Line Descriptions command allows you to create, change, copy, delete, display, or print information about descriptions for lines.	WRKLIND

Handling Messages

Messages provide the means of communication between the system and users of the system, as well as within the system itself. When you enter a command, the system may respond with a message indicating the status of your request. Programs processing work on the system also communicate through messages. One program may send a message to another program specifying that an action was taken. The second program may respond with a message and send a message to a third program. Messages regarding significant system events or actions taken on specific jobs are recorded in system logs or job logs, or in both.

As the system operator, you receive messages from system users and system programs that communicate conditions to you and indicate actions you need to take. As a system user, you receive messages in response to your entries at a display station.

Message Characteristics

A message is a communication sent to one system user or program by another. A large set of **predefined** messages is supplied with the system. These messages are used for communication between programs within the system or between the system and users of the system. For example, the system response to your command to start the batch subsystem is in the form of a predefined message:

```
Start of subsystem QBATCH in library QGPL in progress
```

In addition, you can communicate with other users of the system through messages that are created at the same time they are sent. An example of a message you might send is:

```
SYSTEM GOING DOWN AT 9:00
```

Sending Messages

On occasion, you will want to send impromptu messages to users at display stations to inform them of system conditions or provide general system information. Two commands are used to send messages: nonurgent messages and break messages. The primary difference between the two messages is how the message is delivered.

Sending Nonurgent Messages

Using the Send Message (SNDMSG) command, you can send a message from your display station to one or more message queues, including both display station and individual user message queues. You can also request a reply from the receiver of your message. However, the delivery of a message sent by this command depends on what delivery mode the receiver's message queue is set to. You should use this command to send only general informational messages. If you want the user to receive your message immediately, send a break message. For information about how to send a break message, refer to "Sending Break Messages."

To use the SNDMSG, do the following:

1. Type **SNDMSG** on the command line of the menu or display.
2. Press F4 (Prompt) and the entry display is shown.
3. Type the message you want to send.
4. Type the display station message queue or the user message queue of the person you want to send the message to.

   Note: You can specify up to 50 message queues if you are sending an informational message, but only one if you are sending an inquiry message.
5. Type the kind of message you want to send, either informational (***INFO**) or inquiry (***INQ**).
6. Type the name of the message queue where you want the response to your inquiry message sent. If you did not send an inquiry message, leave this prompt blank.
7. Press the Enter key and the message is sent.

Sending Break Messages

Using the Send Break Message (SNDBRKMSG) command, you can send a message from your display station to one or more display stations. Unlike the SNDMSG command, this command can be used to send a message only to display station message queues, not individual user message queues. Like the SNDMSG command, this command can be used to send a message that requires a reply.

You should use the SNDBRKMSG command when sending any message that requires the immediate attention of a display station user, such as a message about a current or impending system condition.

To use the SNDBRKMSG command, do the following:

1. Type **SNDBRKMSG** on the command line of the menu or display.
2. Press F4 (Prompt) and an entry display is shown.
3. Type the message you want to send.
4. Type the display station message queue you want to send the message to.

   Note: You can specify up to 50 message queues if you are sending an informational message, but only one if you are sending an inquiry message.
5. Type the kind of message you want to send, either informational (***INFO**) or inquiry (***INQ**).
6. Type the name of the message queue you want the response to your inquiry message sent to. This can be all work stations (ALLWS) or a specific device or

user message queue. If you do not want to send an inquiry message, leave this prompt blank.

7. Press the Enter key and the message is sent.

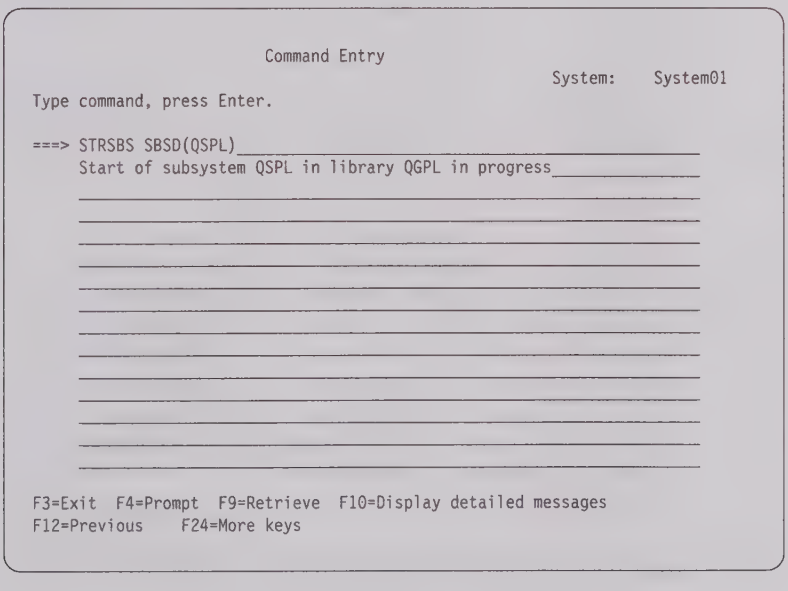
Receiving and Displaying Messages

As a user of the system, you receive system completion or diagnostic messages in response to your requests. As the system operator, you receive messages, through the system operator message queue, from the system, jobs being processed by the system, and individual users at display stations.

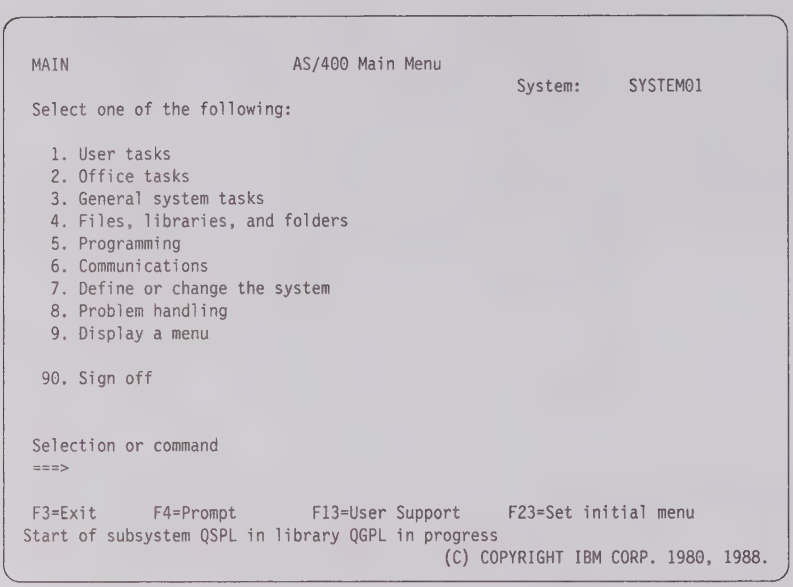
The way in which messages are shown depends on which display you are currently using and, for messages sent to your message queue, the delivery mode of your queue.

System Messages

Messages in response to your entered requests are automatically shown on the current display you are using. If you are using the Command Entry display, the message appears on the next available line.


Command Entry
System: System01
Type command, press Enter.
===> STRSBS SBSD(QSPL)
Start of subsystem QSPL in library QGPL in progress
F3=Exit F4=Prompt F9=Retrieve F10=Display detailed messages
F12=Previous F24=More keys

For any other kind of display, the message appears at the bottom of the display.


MAIN AS/400 Main Menu
System: SYSTEM01
Select one of the following:
1. User tasks
2. Office tasks
3. General system tasks
4. Files, libraries, and folders
5. Programming
6. Communications
7. Define or change the system
8. Problem handling
9. Display a menu
90. Sign off
Selection or command
===>
F3=Exit F4=Prompt F13=User Support F23=Set initial menu
Start of subsystem QSPL in library QGPL in progress
(C) COPYRIGHT IBM CORP. 1980, 1988.

If you need additional information about a message, you can request an additional message display. This display is particularly useful when you need to respond to an error message (see "Handling Error Messages" on page 9-13). To request the Additional Message Information display, position the cursor on the same line as the message and press the Help key.

Specific types of messages appear on the bottom line of the display (message line). If you press the Help key while a message is on the message line, and input is inhibited, you will receive the Additional Message Information for the message on the message line regardless of where the cursor is positioned.

Sometimes when a command fails, the information on the message line may not be sufficient to correct the problem. It may be necessary to display all messages that have been sent to the message log by the command-processing programs. The following procedure can be used:

1. On the entry line of any menu or display, type **DSPJOBLOG** to display the job log.
2. Press F6 (Display all). This will display all messages for the command that failed.
3. Use the page keys to see the entire list. The messages will appear after the commands in order based on the time they were sent.

Message Identifier

In some message displays, you will note that the message is accompanied by a letter and number code. This is the message identifier that is used to distinguish the message from others in a message file. A message identifier consists of three letters followed by four digits.

The first three letters indicate the message category. The following list shows some typical message identifiers:

CPA - CP2	Messages from the operating system
OFC	AS/400 Office
RPG	RPG language

CBE	COBOL language (run messages)
CBL	COBOL language (compiler messages)
CSC	COBOL language (syntax checker)

The remaining four digits indicate the sequence number of the message.

Message Text Levels

If an error condition occurs, you receive an error message that briefly identifies the error. To see additional information concerning the message, do the following:

1. Place the cursor anywhere on the same line as the error message.
2. Press the Help key and you are shown the Additional Message Information display that contains the message identifier, the name of the program issuing the message, and additional message information.
3. Read the additional message information to help you correct the error.

Displaying Messages from a Queue

Unless a message queue is in the break mode, a message sent to the queue is not automatically shown. You must take some action to see the message. Your current display is then replaced by a separate message display.

Obtaining the Message Display

If your message queue is in the **break** mode, you receive the message automatically if you specified PGM(*DSPMSG) in the CRTMSGQ or the CHGMSGQ command. This is the way you obtain messages from the system operator message queue if you have not changed its delivery mode since starting the system.

You can change your message queue to have a program other than *DSPMSG (Display Messages). Show your break messages when your message queue is set to break mode. The program might, for example, show a statement on your current display that indicates a message has arrived and instructs you what key to press to obtain the message.

If your message queue is in the **notify** (default) or **hold** mode, you obtain the display by entering the Display Messages (DSPMSG) command.

1. Type **DSPMSG** and press F4 (Prompt) to show the entry display.
2. Type the message queue you want to show. For example, to show the system operator message queue, type **QSYSOPR**.
3. Type the name of the library containing the message queue.
4. Type the output you want, such as displayed or printed.

   You can optionally display only specific message types, part of a message queue, or specific messages with a severity level equal to or greater than the one you specify.
5. Type the message type you want to use, such as all messages, inquiry messages only, information messages only, or copies of inquiry messages you sent to other display stations.
6. Type the number of the first message you want shown.
7. Type the severity code you want.

Changing a Message Queue

To change the message delivery mode or another characteristic of a message queue, you use the Change Message Queue (CHGMSGQ) command. When you enter the command, you must include the MSGQ parameter to identify the message queue. You then include any of the other parameters as needed to change one or more particular characteristic. If you do not enter a parameter, the characteristics remain the same. You can use the Change Message Queue command to:

- Change the system operator message queue (QSYSOPR) or another message queue:
  - Change the way you are notified of messages:
    - Notify to let you know when a message arrives on your message queue
    - Break to display the message immediately and have the message placed on your message queue
    - Hold to stop the system from notifying you that you have a message on your queue
    - Default to use default (*DFT) message delivery
  - Set the queue for unattended operation (default mode) to handle the inquiry messages you specified in the message description
- Change the message queue delivery mode to break, notify, hold, or default.

To change a message queue:

1. Type **CHGMSGQ** on the command line of a menu or display.
2. Press F4 (Prompt); the Change Message Queue (CHGMSG) display is shown that allows you to type the parameter values you want to use.
3. Type the name of the message queue you want changed.
4. Type the delivery mode you want the message queue to use:
   - *BREAK so that when you receive a message your work is interrupted, and a separate message display containing the message is shown (unless you have specified a program that handles the message).
   - *NOTIFY so that when you receive a message your work is not interrupted, but you are notified that a message has arrived with a display station attention indicator lit and an alarm (if your display station has one) that sounds. You must use the Display Messages (DSPMSG) command to get the message.
   - *HOLD to allow the message queue to keep or hold the messages until you request them using the Display Messages (DSPMSG) command. You are not notified when a new message arrives.
   - *DEFAULT so that all messages are ignored, and any messages requiring a reply are sent the default reply for the message. For the system operator message queue (QSYSOPR), the messages are kept in the queue and logged in the system history log, QHST; this is known as unattended operation. For any other user or display station message queue, none of the messages are kept in the queue.
5. Type the program to be called, if you specified the break delivery mode.
6. Type the severity code for delivery of messages if the message queue is set to break or notify delivery mode.
7. Type any text that will be included in the message queue description.

8. Press the Enter key; the message queue is changed.

Handling Error Messages

You will receive a variety of messages that indicate conditions ranging from simple input errors to problems with system devices or programs. The message could be a response message on your current display, or a message regarding a system problem that is sent to the system operator message queue and displayed on the separate message display.

System Messages

If you make a request that the system cannot process because of an error, you will receive an error message on your current display, such as:

```
MAIN                          AS/400 Main Menu
                                                    System:     XXXXXXXX
Select one of the following:

  1. User tasks
  2. Office tasks
  3. General system tasks
  4. Files, libraries, and folders
  5. Programming
  6. Communications
  7. Define or change the system
  8. Problem handling
  9. Display a menu

 90. Sign off


Selection or Command
===> ENDDBG

F3=Exit      F4=Prompt        F9=Retrieve         F13=User Support
F23=Set initial menu
Command ENDDBG not valid in this mode                          Bottom...
                                              (C) COPYRIGHT IBM CORP. 1980, 1988.
```

Depending on the display, the keyboard may also lock.

To obtain additional information about the error, position the cursor on the same line as the message and press the Help key. You then receive a separate display that contains the second-level text for the message:

```
                    Additional Message Information

Message ID. . . . . :   CPD0039       Severity. . . :    30
Message type. . . . . :   DIAGNOSTIC
Date sent . . . . . :   06/06/88      Time sent . . :    12:00:32
From program  . . . . :   QCARULE      Instruction . :    01D1
To program  . . . . . :   QUIMNDRV     Instruction . :    015F

Message . . . . :  Command ENDDBG not valid in this mode.
Recovery  . . . :  Omit command or enter proper mode: Production (ENDDBG
  or ENDSRV command), (ENTDBG command), or service (SRVJOB command).




F3=Exit     F12=Previous

                                          (C) COPYRIGHT IBM CORP. 1988
```

To view any other messages associated with the command in error do the following:

1. Press F12 to return to the previous display.
2. From any menu or display, type **CALL QCMD** to obtain the Command Entry display. The Command Entry display shows the command in error and its associated messages.

```
                         Command Entry
                                                    System:    System01
Type command, press Enter.
===> ENDDBG
     Command ENDDBG not valid in this mode.
     Error found in ENDDBG command.
                                                                More...
F3=Exit          F4=Prompt    F6=Display all      F9=Retrieve
F12=Previous     F13=User support   F16=System main menu

                                          (C) COPYRIGHT IBM CORP. 1988.
```

3. To view all other messages associated with the command, press F6 (Display all).
4. If you recognize the error, you can press F9 (Retrieve) to copy the command in the current input area so that you can correct it.

For some types of displays, such as prompt displays, you may have to press the Reset key to unlock the keyboard before you can correct the error. You correct the error by typing in the correct characters on top of the incorrect characters.

Messages Sent to QSYSOPR

Messages regarding job, system, or input/output device errors are sent to the system operator message queue and appear on the separate message display.

If you are uncertain about what to do, your next step is to request the Additional Message Information display for the message by moving the cursor to the same line as the message and pressing the Help key. The Additional Message Information display is shown, which provides enough information for you to correct the error.

Using Problem Analysis

Some messages allow you to run problem analysis. These messages have an asterisk in front of them. To run Problem Analysis for these messages:

1. Move your cursor to the message with an asterisk.
2. Press F14 (Run problem analysis).

These procedures help you resolve an error that you could not resolve from the message or the Additional Message Information display.

Keyboard Errors on 5250

If you are using a 5250 display station and make a typing error that is detected by the display station, only a 4-digit error code, such as 0007, is shown on your display initially. When that occurs, press the Help key to obtain the explanatory message, such as:

```
Mandatory enter field, must enter data
```

You can obtain the Additional Message Information display associated with that error by pressing the Help key. To correct the error, you must press the Reset key to unlock the keyboard.

Handling a Damaged Message Queue

When a message queue becomes damaged, messages cannot be sent to it or displayed from it. If you attempt to display the messages in a damaged queue, or send a message to it, you will receive an error message that indicates the queue is damaged.

A damaged message queue must be deleted and recreated. The procedure you use depends on the type of message queue.

The messages in a damaged message queue are lost. If the damaged queue was QSYSOPR, however, all messages that were sent to the queue prior to the time of the damage were also recorded in the system history log, QHST. You can obtain those messages by displaying the history log. If the message queue for a system log, such as QHST, is damaged, only the messages in the current version of the log are lost.

Handling a Damaged System Operator Message Queue

The system operator message queue, QSYSOPR, can only be deleted and recreated by powering down the system and restarting it. You can use the following procedure to recover from damage to QSYSOPR:

1. If possible, warn all display station users that the system must be powered down temporarily and that they should sign off. You can do this by sending a break message to all display station users.
2. Power down the system by typing the **PWRDWNSYS** command.
3. Start your system again by doing an IPL from disk.

When you do this procedure, the system deletes the damaged message queue and re-creates the QSYSOPR message queue automatically. You can then start normal operations.

Handling a Damaged Message Queue for System Logs

If the message queue for any of the system logs (QHST) is damaged, that message queue is also automatically deleted and recreated during the start OS/400 process. Therefore, you do not have to power down and restart the system if the QHST message queue becomes damaged during system operations. Ask the system security officer to do the following:

1. Type **DLTMSGQ** on the command line and press F4 to delete the damaged system log message queue.
2. Type the message queue name.
3. Type the library name.
4. Press the Enter key. The message queue is deleted and the the system automatically creates a message queue for the system log.

Handling a Damaged User Message Queue

If a user message queue (other then QSYSOPR) is damaged, it must be deleted and re-created using commands. Ask the owner of the queue, or another appropriate authority (such as the system security officer) to do the following:

1. Type **DLTMSGQ** on the command line and press F4 to delete the damaged system log message queue.
2. Type the message queue name.
3. Type the library name.
4. Press the Enter key. The message queue is deleted and the system automatically creates a message queue for the system log.
5. Type **CRTMSGQ** and press F4 (Prompt) to re-create the damaged system log message queue.
6. Type the message queue name.
7. Type the library name.
8. Press the Enter key and the message queue is re-created.

Handling a Damaged Display Station Message Queue

If a display station message queue is damaged, you should:

1. Type **VRYCFG** and press F4 to vary the display station offline.
2. Type the device name.
3. Type the status as ***OFF**.
4. Press the Enter key and the display station is varied offline and the old message queue is deleted.
5. Type **VRYCFG** and press F4 to vary the display station online.
6. Type the device name.
7. Type the status as ***ON**.
8. Press the Enter key and the display station is varied online and a new message queue is created.
9. Type **CRTMSGQ** and press F4 (Prompt) to re-create the damaged system log message queue.
10. Type the message queue name.
11. Type the library name.
12. Press the Enter key and the message queue is re-created.

When the display station is varied offline and online, the damaged display station message queue is automatically deleted and re-created.

Appendix A. Documents, Folders, and Libraries

When working with AS/400 Office, you may need to understand the different documents, folders, and libraries shipped with AS/400 Office. This appendix shows you these items and a brief description of each item.

System Item	Description
QPRFFLR	This folder contains all the text profiles on the system, including the profiles shipped with the system and the profiles you create.
QADDENDA	This is the file in library QUSRSYS that contains the source members for all the supplemental spelling dictionaries used by AS/400 Office.
QDCT	This is the library that contains all of the IBM-supplied dictionaries.
QWPDOCS	This is the folder for the note shipped with the system.
QNOTE	This is the note contained in QWPDOCS.
EXAMPLEDIR	This is an IBM-supplied personal directory shipped with the system.
QDOC	This is a library that contains all the folders and documents on your local system.
QOFC	This is a library that contains all the AS/400 Office programs and other objects.
QOFINLPG	This is a system-supplied program that, when specified, allows the AS/400 Office menu only to be shown first when that user signs on the system.

Appendix B. Differences between AS/400 and System/36 Office Security and Administration Functions

This appendix describes the differences between the AS/400 and System/36 office security and administration functions. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you did not know about them before working with AS/400 Office. This appendix defines these differences as:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concepts that are different on the AS/400 system along with an explanation of the differences as they apply to the listed concept.

Authorization levels

The following authority levels have changed:

- OWNER has changed to ALL
- UPDATE has changed to CHANGE
- READ has changed to USE

Authorization list

Only one authorization list can be attached to a document or folder. On System/36, you could attach two authorization lists (override and primary) to a document or folder. On the AS/400 system, you can still override the authorization list by giving private authority.

Enrollment

On System/36, you did not have to be enrolled in Personal Services/36 to use DisplayWrite/36. On the AS/400 system, you must be enrolled in AS/400 Office before you can use the word processing function.

Override authorization

On the System/36, you could specify an override authorization list. This is not supported on the AS/400 system.

Self enrollment

On System/36, users could enroll themselves in Personal Services/36. On the AS/400 system, only the administrator can enroll users in AS/400 Office.

Operational Differences

The following list identifies operations that are different on the AS/400 System along with an explanation of the differences as they apply to the listed operation.

Deleting folders

Deleting a folder requires ALL authority to each object in the folder unless the person who is deleting a folder has SECADMIN special authority. On System/36, you only needed CHANGE authority to delete a folder.

Folder authorizations	Folder authorizations cannot be used to secure objects within a folder. Although new objects within a folder initially default to the folder authorizations, the objects authorizations are not changed when the folder authorizations changes. On System/36, if you changed the security of a folder, it affected all unsecured members in that folder.
Saving and restoring	Saving and restoring a document or folder requires ALL authority to each object unless the person saving and restoring the object has SAVSYS special authority. On the System/36, saving and restoring a folder required READ authority. On System/36, saving and restoring a folder member required READ authority to the folder and UPDATE authority to the folder member.

Command Differences

The following table lists the System/36 procedure and the equivalent AS/400 command (if there is one) used by AS/400 Office.

System/36	AS/400 System
SECEDIT OFFICE	ADDDLOAUT
SECEDIT OFFICE	CHGDLOAUT
SECEDIT OFFICE	RMVDLOAUT
SECEDIT OFFICE	DSPDLOAUT
SECEDIT OFFICE	DSPAUTLDLO

Appendix C. Differences between AS/400 and System/38 Office Security and Administration Functions

This appendix describes the differences between AS/400 and System/38 office security and administration functions. The differences described in this appendix are limited to the differences that may cause you some inconvenience if you did not know about them before working with AS/400 Office. This appendix defines these differences as:

- Conceptual
- Operational
- Command

Conceptual Differences

The following list identifies the concepts that are different on the AS/400 System along with an explanation of the differences as they apply to the listed concept.

Command changes
On the AS/400 system, the create commands are shipped with public authority (*USE), whereas on System/38, the create commands were shipped with PUBAUT(*NONE).

Document names
On System/38, document names were 10-character file, library, and member names. On the AS/400 system, document names can be 1- to 12-characters long, including an optional extension (1 to 3 characters).

Document ownership
On System/38, the QDOC user profile internally owned all documents on the system. The office user that filed the document was referred to as the primary owner of the document. The primary owner could change the description of the document and grant others as secondary owners. Secondary owners could change the description of a document in the document library. On the AS/400 system, the document is owned by the user creating or filing the document. Secondary users are no longer supported because of the enhancements to document security.

Document storage
On System/38, the storage of documents was always charged to the QDOC user profile, which had no storage limit. On the AS/400 system, the storage of a document is charged to the user creating or filing the document. An administrator can now control the amount of storage used by an office user's documents by specifying a storage limit within a user's user profile.

Folders
On System/38, all documents were stored in the document library or in the data base for the text editor files. On the AS/400 system, all documents are still stored in the document library, but you can now use folders to manage and organize the documents.

Revisable Documents

On System/38, all documents in the document library were archived, which meant that the text of the document could not be changed once the document was filed into the document library. On the AS/400 system, documents are classified as revisable or final. Revisable documents allow the document's contents to be edited (revised) and put back into the document library. Final documents should not be changed.

Security

On System/38, you could secure documents by specifying primary and secondary owners, and by using access codes. On the AS/400 system, you can secure documents by using explicit authorizations to user or group profiles, authorization lists, public authority, and access codes. On System/38, only two levels of authority allowed access to a document: ownership or read authority. On the AS/400 system, four levels of authority can be assigned to a user's user profile: *ALL, *CHANGE, *USE, and *EXCLUDE.

Operational Differences

The following list identifies operations that are different on the AS/400 system along with an explanation of the differences as they apply to the listed operation.

Commands

System/38 had a number of CL commands that worked with documents, which were represented by DOC within the CL command. Although the AS/400 system also has some CL commands that work only on documents, such as EDTDOC, there are other commands that now work on both folders and documents, which are represented by DLO (document library object).

Personal Services/PC

Personal Services/PC is not supported on the AS/400 system.

Restore

On System/38, when a document was restored and the primary owner of that document was no longer enrolled in the system distribution directory, QSECOFR became the primary owner of the document. The distribution directory was shipped with QSECOFR enrolled. On the AS/400 system, when a document is restored and the owner of that document is no longer enrolled in the system distribution directory, QDFTOWNR becomes the owner of the document. The distribution directory is shipped with QDFTOWNR enrolled.

Command Differences

The following table lists the System/38 command and the equivalent AS/400 command (if appropriate) used by AS/400 Office.

System/38	AS/400 System
CHGDOCOWN	CHGDLOOWN
DLTDOC	DLTDLO

DSPDOCAUT	DSPUSRPMN
EDTDOC	EDTDOC
EDTTXT	not supported
ENTPS	STROFC
GRTDOCAUT	GRTUSRPMN
RSTDOC	RSTDLO
RVKDOCAUT	RVKUSRPMN
SAVDOC	SAVDLO
PRTDOC	PRTDOC

Glossary

access code. A 4-digit number assigned to documents and folders, which allows only those users authorized to the access code to read and use those documents and folders.

accounting code. A 15-character field, assigned to a job by the system when it is processed by the system, that is used to collect statistics for the system resources used for that job when job accounting is active.

add authority. A data authority that allows the user to add entries to an object; for example, add job entries to a job queue or add records to a file. Contrast with *delete authority*. See also *read authority* and *update authority*.

address. The second part of a two-part user identification used to send distributions. See also *user ID/address*.

adjust. To move text so that it fits between the defined left and right margins or between the first and last typing lines.

all authority. An object authority that allows the user to perform all operations on the object except those limited to the owner or controlled by authorization list management authority. The user can control the object's existence, specify the security for the object, and change the object. Contrast with *exclude authority*.

all object authority. A special authority that allows users to use all system resources without having specific authority to the resources. See also *save system authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

alphabetic character. Any one of the letters A through Z (uppercase and lowercase) or one of the characters #, $, or @.

alphameric. Pertaining to the letters, A-Z; numbers, 0-9; and special symbols, $, #, @, ., or _. Synonymous with *alphanumeric*.

alphanumeric. Pertaining to the letters, A-Z; numbers, 0-9; and special symbols, $, #, @, ., or _. Synonymous with *alphameric*.

alternate format. A different arrangement of text from the one currently being used for a specified document.

application program. A program used to perform a particular data processing task such as inventory control or payroll.

AS/400 Business Graphics Utility (BGU). The IBM licensed program that can be used to design, plot, display, and print graphics.

AS/400 Office. The IBM licensed program for sending and receiving mail, scheduling appointments on calendars, maintaining directories of names and addresses, working on behalf of groups of users, and getting documents.

AS/400 PC Support. The IBM licensed program that provides system functions to an attached personal computer.

AS/400 Query. The IBM licensed program used to select, format, and analyze information from data files to produce reports and other files.

authority checking. A function of the system that looks for and verifies a user's authority to an object.

authorization list. A list of two or more user IDs and their authorities for system resources.

authorize. Permit or give authority to.

AUTOEXEC. The system name for a batch file on a personal computer that automatically runs the programs specified in that file when a user signs on the personal computer.

automatic hyphenation. An option available when creating a document, in which words are automatically hyphenated at the end of a line when the lines are adjusted.

automatic line adjustment. The function of AS/400 Office that fits lines between the defined left and right margins automatically when text is inserted or deleted or when the left, right, or temporary left margin is changed.

backup. Pertaining to an alternative copy used as a substitute if the original is lost or destroyed.

BGU. See *AS/400 Business Graphics Utility (BGU)*.

Business Graphics Utility (BGU). See *AS/400 Business Graphics Utility (BGU)*.

calendar group. A list of existing calendars used to schedule appointments for a group of users in a single operation.

center alignment tab. A tab that marks the midpoint where the text is to be centered.

change authority. An object authority that allows a user to perform all operations on the object except those limited to the owner or controlled by object existence authority and object management authority. The user can add, change, and delete entries in an object, or read the contents of an entry in the object. Change authority combines object operational authority and all the data authorities.

character. Any letter, number, or other symbol in the data character set that is part of the organization, control, or representation of data.

character field. An area that is reserved for information that can contain any of the characters in the data character set. Contrast with *numeric field.*

characters per inch (cpi). The number of characters printed horizontally within an inch across a page.

chart. Displayed, printed, or plotted output that compares two or more sets of variable data in chart form. The types of charts are bar, line, pie, surface, and text.

colon alignment tab. A tab setting that aligns data on a colon.

comma alignment tab. A tab setting that aligns data on a comma.

command. A statement used to request a function of the system. A command consists of the command name, which identifies the requested function, and parameters.

command line. The blank line on a display where commands, option numbers, or selections can be entered.

completion message. A message that tells the operator when work is successfully ended.

computer graphics. The use of a computer to produce images of relationships, such as charts, and two- or three-dimensional drawings by means of dots, lines, curves, and so forth.

concept. An abstract idea.

configuration. The arrangement of devices and programs that make up a data processing system. See also *system configuration.*

configure. To describe the interconnected arrangement of the devices, programs, communications, and optional features installed on a system.

control station. The controlling or primary computer on a multipoint line. The control station controls the sending and receiving of data.

control storage. Storage in the computer that contains the programs used to control input and output operations and the use of main storage. Contrast with *main storage.*

cpi. See *characters per inch (cpi).*

currency symbol. A character such as the dollar sign ($) used to identify monetary values.

current library. The library that is specified to be the first user library searched for objects requested by a user. The name for the current library can be specified on the Sign-On display or in a user profile. When you specify an object name (such as the name of a file or program) on a command, but do not specify a library name, the system searches the libraries in the system part of the library list, then searches the current library before searching the user part of the library list. The current library is also the library that the system uses when you create a new object, if you do not specify a library name.

data authority. A specific authority to read, add, update, or delete data. See also *add authority*, *delete authority*, *read authority*, and *update authority.*

data base. The collection of all data files stored in the system.

data base file. An object that contains descriptions of how input data is to be presented to a program from internal storage and how output data is to be presented to internal storage from a program. See also *physical file* and *logical file.*

data description specifications (DDS). A description of the user's data base or device files that is entered into the system in a fixed form. The description is then used to create files.

data dictionary. An object for storing field, record format, and file definitions.

data file utility (DFU). The part of the AS/400 Application Development Tools licensed program that is used to enter, maintain, and display records in a data base file.

data merge. See *data/text merge.*

data/text merge. The process of combining data from a file or another document (such as names and addresses) with the text of a document (such as a form letter).

DDS. See *data description specifications.*

default. A value automatically supplied or assumed by the system or program.

delete authority. A data authority that allows the user to remove entries from an object; for example, delete messages from a message queue or delete records from a

file. Contrast with *add authority*. See also *read authority* and *update authority*.

device emulation. The programming that allows one device to appear to the user or to a system as another device. See also *5250 emulation* and *3270 device emulation*.

DFU. See *data file utility (DFU)*.

DIA. See *Document Interchange Architecture (DIA)*.

DIA document distribution services. The set of services that enables office users to send and receive electronic mail.

direct user. A person enrolled in AS/400 Office who is authorized to sign on and use office functions directly. Contrast with *indirect user*.

disk. (1) A storage media made of one or more flat, circular sheets with magnetic surfaces on which information can be stored. (2) A direct-access storage medium with magnetically recorded data.

disk operating system. An operating system for computer systems that uses disks and diskettes for auxiliary storage of programs and data.

DISOSS. See *Distributed Office Support System (DISOSS)*.

display screen. The part of the display device, which is similar to a television (TV) picture tube, used to display information entered or received at a work station.

display station. A device that includes a keyboard from which an operator can send information to the system and a display screen on which an operator can see the information sent to or the information received from the system.

DisplayWrite 3. A text processing program for the personal computer that allows a user to create, change, and print multiple page letters and reports, and technical documents that include special symbols and statistical tables.

DisplayWrite 4. A text processing program for the personal computer with the functions of DisplayWrite 3, plus footnotes, merge capabilities, and some advanced editing functions. See also *DisplayWrite 3*.

Distributed Office Support System (DISOSS). A licensed program that provides document distribution services and document library services on a host system (System/370, 43xx, 30xx).

distribution list. A list of system distribution directory entries, which allows users to send messages, notes, and documents to a group of users in one step.

distribution queue. A list of documents or mail waiting to be sent to users or libraries on remote systems.

distribution service level. The combination of priority, capacity, and protection requirements that must be satisfied to receive or send a distribution. SNADS has service levels of fast, status, data high, and data low. Items with a service level of fast, status, or data high are put on the priority queue. Items with a service level of data low are put on the normal queue.

distribution services. The support provided by the operating system to receive, forward, and send electronic mail in an SNA network.

document authority. Permission granted to one user to work with documents that are owned by another user.

document class. A user-defined character string, 1 through 16 characters long, that characterizes a document. It can be used to search for a filed document. For example, a document that is a memo could have a document class of MEMO; a document that is a report, REPORT.

document description. The 1- through 44-character description of a document, assigned by the user when creating or filing the document.

document descriptor. The internal description of the document supplied by the system, which contains the object name, user ID, and security associated with that user; and may also contain the document details, such as subject, author, document description, or other identifying information defined by the user for that document. See also *document description* and *document details*.

document details. Data that describes the characteristics of a document. For example, the details can include document type, subject, author, and date created.

document format. The selected arrangement of text for a specific document. See also *alternate format*.

document ID. A text instruction that describes the document, such as document name and folder name.

Document Interchange Architecture (DIA). The rules and structure for the exchange of information between office applications. Document interchange architecture includes document library services and document distribution services.

document library. The storage area for folders and documents.

document library object. Either a document or folder.

document library services. The system support that lets office users manage the contents of the document library.

document list. A grouping of filed documents that have common characteristics. The document list identifies which documents satisfy a search pattern specified by an office user at the time the search is used. The system-recognized identifier for a document list is *DOCL.

document name. The 1- through 12-character name for documents in folders, assigned by the user when creating the document. Contrast with *library-assigned document name* and *document object name*.

document object name. The 10-character name of a document assigned by the system when a user files the document. Contrast with *library-assigned document name* and *document name*.

document password. A string of characters that give authority to use or read a personal document.

DOS. See *disk operating system*.

download. To send programming instructions from a host system to an attached device. For example, transmitting a type style over a communications line to a 6670 printer.

draft. A printed copy of a document that is not yet a finished version.

DW 4. See *DisplayWrite 4*.

edit. (1) To interactively add, change, delete, or rearrange the data; for example, to insert or remove characters, sentences, or paragraphs, or to insert or remove characters in dates or decimal numbers. (2) To make changes to a document by adding, changing, or removing text.

electronic document. A document that is stored on the computer, instead of printed on paper.

electronic mail. Documents sent through the system from one user to another.

emulation. Imitation of one system by another.

Enhanced 5250 Emulation. A feature that allows a personal computer and a printer to be attached to an AS/400 system and perform the functions of one or two 5250 work stations on one twinaxial cable. The work station(s) can be one display, two displays, or one display and one printer.

enrollment. The process of identifying a user to AS/400 Office. This process includes creating a user profile (if one does not already exist), creating a system distribution directory (if one does not exist), and creating calendar information, such as start time and start day.

error log. A recorded list of machine checks, device errors, and tape or diskette statistics.

exclude authority. An object authority that prevents the user from using the object or its contents. Contrast with *all authority*.

FFT. See *final-form text (FFT)*.

field. A group of related characters (such as name or amount) that are treated as a unit on a record.

file. A generic term for the object type that refers to a data base file, a device file, or a set of related records treated as a unit. The system-recognized identifier for the object type is *FILE.

file definition. (IDDU) Information that describes the contents and characteristics of a file. A file definition resides in a data dictionary.

filed document. (1) A document that is stored in the document library. (2) (AS/400 Office) Electronic mail that is filed, printed mail that is recorded, or a document that is filed.

fill-in document. A document that allows a user to merge data into documents without using AS/400 Query.

final-form text (FFT). A data stream defined by document content architecture that is used to exchange resolved documents (which can be printed directly by most printers or displayed) between systems. Contrast with *revisable-form text (RFT)*.

fixed currency symbol. A currency symbol that appears in the far left position of an edited field. Contrast with *floating currency symbol*.

floating currency symbol. A currency symbol that appears immediately to the left of the far left position in an edited field. Contrast with *fixed currency symbol*.

flush left. Text aligned at the left margin. See also *left-justify*.

flush right. Text aligned at the right margin. See also *right-justify*.

folder. A directory for documents. A folder is used to group related documents and to find documents by name. The system-recognized identifier for the object type is *FLR. Compare with *library*.

folder path. A folder name, followed by one or more other folder names, in which each preceding folder is listed. For example, TAX/FOL8/PAY is the folder path for the folder named PAY. The folder named PAY is listed in the folder name FOL8, which is listed in the folder named TAX. Each folder name in the path must be separated by a / (slash).

font. The size and shape of type; type style.

font ID. A number that identifies the character style and size for certain printers.

footer. One of more lines of text that prints at the bottom of every page of a document, such as a page number, the date, an outline heading, or the document ID. Contrast with *header*.

format. A defined arrangement of such things as characters, fields, and lines, usually used for displays, printouts, files, or documents.

formatted document. A document arranged in paragraphs and pages usually for viewing or printing.

generic. Relating to, or characteristic of, a whole group or class.

generic search. A type of search that searches all documents or personal directories authorized to a user for information that corresponds to a search value that contains a string of characters followed by an asterisk. The asterisk indicates to the system that the user wants to identify all instances of the specified character string.

grade level. Pertaining to the vocabulary understanding of a student of a particular grade.

graphics. (1) Pictures and illustrations. (2) Pertaining to charts, tables, and their creation. See *computer graphics*.

group authority. Authority to use objects, resources, or functions from a group profile.

group calendar. A calendar that displays, in detail, the appointments for a specific day from the calendars of up to 98 people, in groups of five.

group profile. A user profile that provides the same authority to a group of users.

half-index down. To print text one-half line down. See also *subscript*.

half-index up. To print text one-half line up. See also *superscript*.

half-justify. To print text with half as much space per line as would be added if the line were right-justified so the right margin is a modified ragged.

header. One of more lines of text that prints at the top of a document. For example, the header could be the subject of the document, the date, the page number, an outline heading, or the document ID. Contrast with *footer*.

highlight. To define text to be shown in contrast with other text by underlining, italics, bold-face; or on a display, high-intensity (brightness of characters), blinking, or reverse image. You can highlight words, parts of words, or information typed into a form using the text definition function of AS/400 Office.

host system. The primary or controlling computer in a communications network. See also *control station*.

IDDU. See *interactive data definition utility (IDDU)*.

image. An electronic representation of an original document recorded by a scanning device.

indirect user. A person enrolled as an AS/400 Office user who is authorized to handle mail but has no mail log. An indirect user receives printed mail only. Contrast with *direct user*.

interactive data definition utility (IDDU). A function of the operating system that can be used to externally define the characteristics of data and the contents of files.

job control authority. A special authority that allows a user to: change, delete, display, hold, and release all files on output queues; hold, release, and clear job queues and output queues; start writers to output queues; hold, release, change, and end other users' jobs; change the class attributes of a job; end subsystems; and start (IPL) the system. See also *all object authority*, *save system authority*, *security administrator authority*, *service authority*, and *spool control authority*.

job queue. A list of batch jobs waiting to be started or processed by the system. The system-recognized identifier for the object type is *JOBQ.

join logical file. A logical file that combines (in one record format) fields from two or more physical files.

journal. A system object used to record entries in a journal receiver when a change is made to the data base files associated with the journal. The object type is *JRN. See also *journal receiver*.

journal receiver. A system object that contains journal entries recorded when changes are made to the data in data base files or the access paths associated with the data base files. The object type is *JRNRCV. See also *journal*.

Julian date. A date format that contains the year in positions 1 and 2, and the day in positions 3 through 5. The day is represented as 1 through 366, right-adjusted, with zeros in the unused high-order positions. For example, the Julian date for April 6, 1987 is 87096.

justify. To adjust text so that line endings are even. See *left-justify* and *right-justify*.

Keylock feature. A security feature in which a lock and key can be used to restrict the use of the display station.

keyword. (AS/400 Office) A user-defined word used as one of the search values to identify a document during a search operation.

left-justify. To print text with an even left margin. The right margin is printed unevenly.

library. (1) An object on disk that serves as a directory to other objects. A library groups related objects, and allows the user to find objects by name. Compare with *folder*. (2) The set of publications for a system.

library descriptions file. A file that lists keywords, document classes, and/or access codes associated with different document libraries.

library list. A list that indicates which libraries are to be searched and the order in which they are to be searched. The system-recognized identifier is *LIBL.

library-assigned document name. A unique name, which includes a time stamp and a system name, that is assigned by a system in the office network to a document when it is filed in the document library. On the AS/400 system, the time-stamp part of the library-assigned document name is included in a 10-character name that becomes the document object name. See also *document name* and *document object name*.

licensed program. An IBM-written program that performs functions related to processing user data.

line command. A function requested for a specific line or lines from the command field area of the line or lines affected. For example, C for Copy or M for Move.

line number. The number that precedes a line of information in a printout or on a display. This number can be up to five digits long, from 00001 through 99999. See also *sequence number*.

lines per inch (LPI). The number of characters that can be printed vertically within an inch.

list ID. A two-part name by which an AS/400 distribution list is known. The two-part name allows distributions to be sent to both local and remote office-system nodes.

local. Pertaining to a device, system, or file that is connected directly or read directly from your system, without the use of a communications line. Contrast with *remote*.

local area network (LAN). The physical connection that allows transfer of information among devices located on the same premises.

local system. For interactive jobs, the system to which the display device is directly attached. For batch jobs, the system on which the job is being processed.

local work station. A work station that is connected directly to system without need for data transmission facilities. Contrast with *remote work station*.

logical file. A description of how data is to be presented to a program. This type of data base file contains no data, but it defines formats for one or more physical files. See also *join logical file*. Contrast with *physical file*.

lpi. See *lines per inch*.

magnetic tape unit. A device for reading or writing data from or on magnetic tape.

mail details. Information related to a mail item, such as the date received, authors, and due date.

mail log. A record of all the electronic and printed mail that an office user has sent or received.

main storage. The part of the processing unit where programs are run. Contrast with *control storage*.

medium. The disk, tape, or diskette used to store information in a save or restore operation.

member. Different sets of data, within one file.

merge. To insert records throughout a single output file.

message queue. A list on which messages are placed when they are sent to a person or program. The system-recognized identifier for the object type is *MSGQ.

network. A collection of data processing products connected by communications lines for exchanging information between stations.

numeric character. Any one of the digits 0 through 9.

numeric field. An area that is reserved for a particular unit of information and that can contain only the digits 0 through 9. Contrast with *character field*.

object. A named unit that consists of a set of characteristics that describe the object and, in some cases, data. An object is anything that exists in and occupies space in storage and on which operations can be performed, such as programs, files, libraries, and folders.

object authority. A specific authority that controls what a system user can do to an entire object. For example, object authority includes deleting, moving, or renaming an object. There are seven types of object authorities: object operational, object management, object existence, all, change, use, and exclude.

object existence authority. An object authority that allows the user to delete the object, free storage of the

object, save and restore the object, transfer ownership of the object, and create an object that was named by an authority holder.

object management authority. An object authority that allows the user to specify the authority for the object, move or rename the object, and add members to data base files.

object operational authority. An object authority that allows the user to look at the description of an object and use the object as determined by the user's data authorities to the object. See also *all authority* and *use authority*.

offline. Pertaining to the operation of a functional unit that is not under the continual control of the system. Contrast with *online*.

online. Pertaining to the operation of a functional unit that is under the continual control of the system. Contrast with *offline*.

online information. Information, read on the display screen, that explains displays, messages, and programs.

operating system. A collection of system programs that control the overall operation of a computer system.

OS. See operating system.

output queue. An object that contains a list of spooled files to be written to an output device, such as a printer. The system-recognized identifier for the object type is *OUTQ.

owner. The user who creates an object (or is named the owner of an object).

paragraphs document. A document that contains a paragraph or paragraphs that can be combined to create other documents.

PC file. A file stored on a personal computer.

PC session. An operating session that uses DOS and other IBM programs on a personal computer attached as a 5250 work station to an AS/400 system.

personal directory. A user-defined directory. For example, a personal directory can be a distribution list, telephone directory, or inventory report.

personal document. A document that can be read or used only by its owner.

personal folder. A folder that can be used only by its owner.

personal mail. Mail that can be accessed only by the receiver, but not by someone working on behalf of the receiver. When mail is sent, it can be assigned the classification personal.

physical file. A description of how data is to be presented to or received from a program and how data is actually stored in the data base. A physical file contains one record format and one or more members. Contrast with *logical file*.

pitch. The number of characters printed per inch.

predefined value. A fixed value defined by IBM that has a special use in the control language and is reserved in OS/400. A predefined value usually has an asterisk (*) as the first character in the value.

print queue. A list of output waiting to be printed by the system.

printer file. A device file created by the user to support a printer device.

printer ID. The identification code assigned to printers.

private authority. The authority specifically given to a user for an object that overrides any other authorities, such as the authority of a user's group profile or an authorization list. Contrast with *public authority*.

processing. The action of performing operations and calculations on data.

processing unit. The part of the system that performs instructions and contains main storage.

Professional Office System (PROFS). An IBM licensed program that allows users to create, change, and send notes and documents; make appointments and maintain calendars; create and maintain schedules; create and maintain distribution lists; and control electronic mail and personal files.

profile. Data that describes the characteristics of a user, program, device, or remote location.

PROFS. See *Professional Office System (PROFS)*.

prompt. (1) A reminder or a displayed request for information or user action. The user must respond to allow the program to proceed. (2) A list of values or a request for information provided by the system as a reminder of the type of information or action required.

proportional spacing. The spacing of characters according to their relative width.

public authority. The authority given to users who do not have any specific (private) authority to an object, who are not on the authorization list (if one is specified for the object), and whose group profile has no specific authority to the object. Contrast with *private authority*.

Query. The shortened name for the IBM AS/400 Query licensed program.

query. A request to select and copy from a file or files one or more records based on defined conditions. For example, a request for a list of all customers in a customer master file, whose balance is greater than $1,000.

queue. A list of messages, jobs, or files waiting to be read, processed, printed, or distributed in the order they appear in the list.

read authority. A data authority that allows the user to look at the contents of an entry in an object or to run a program. See also *add authority*, *delete authority*, and *update authority*.

record. A collection of related data or words, treated as a unit; such as one name, address, and telephone number.

remote. Pertaining to a device, system, or file that is connected to another device, system, or file through a communications line. Contrast with *local*.

remote device. A device whose controller is connected to an AS/400 system by a communications line.

remote system. Any other system in the network with which your system can communicate.

remote work station. A work station that is connected to the system by data communications. Contrast with *local work station*.

required backspace. A formatting control that moves the printer back a number of spaces before printing any text.

required carrier return. A manually entered carrier return used after a short line or at the end of a paragraph to ensure that no more text will be added to the line during automatic line adjustment.

required hyphen. A hyphen that is not removed when AS/400 Office adjusts lines. Contrast with *syllable hyphen*.

required space. A space or blank that is not removed when AS/400 Office adjusts lines (or paragraphs) of text.

required tab. A tab that marks a temporary left margin.

resolve. (AS/400 Office) To process the text instructions in a document while it is being printed.

resolved document. A document that contains final-form text. A document that has all text instructions processed and is formatted for printing.

resource. Any part of the system required by a job or task, including main storage, devices, the processing unit, programs, files, libraries, and folders.

restore. To copy data from tape, diskette, or a save file to auxiliary storage. Contrast with *save*.

revisable-form text (RFT). A data stream defined by document content architecture that is used to exchange unresolved documents (which cannot be directly printed or displayed) between systems. Contrast with *final-form text (FFT)*.

RFT. See *revisable-form text*.

right-justify. To print text with an even right margin by adding extra space throughout a line.

root directory. The directory on a disk or diskette that contains the list of files stored on that disk or diskette. If there is more than one directory on a disk or diskette, the root directory can also contain the names of each of the other directories. The root directory is created by DOS when the disk or diskette is formatted.

router. A part of the AS/400 PC Support licensed program that handles requests to send and receive data from applications on the personal computer and routes them to the appropriate applications on the AS/400 system.

routing. The list of users who are to receive an item when it is distributed, including all users named specifically and those users named on distribution lists by the sender.

save. To copy specific objects or libraries by transferring them from main or auxiliary storage to magnetic media such as tape, diskettes, or a save file. Contrast with *restore*.

save file. A file allocated in auxiliary storage that can be used to store saved data on disk (without requiring diskettes or tapes), that can be used in I/O operations from a high-level language program, or can be used to receive objects sent through the network.

save system authority. A special authority that allows the user to save and restore all objects on the system and free storage of all objects on the system. See also *all object authority*, *job control authority*, *security administrator authority*, *service authority*, and *spool control authority*.

search value. User-defined information that is used to either make a list of filed documents with similar document details or find a directory entry.

secure. Controlling who can use and to what extent an object can be used by controlling the authority given to the user.

security administrator authority. A special authority that allows a user to add users to the system distribution directory, to create and change user profiles, to add and remove access codes, and to perform office tasks, such as delete documents, folders, and document lists, and change distribution lists for other users. See also *all object authority*, *save system authority*, *job control authority*, *service authority*, and *spool control authority*.

security officer. A person assigned to control all of the security authorizations provided with the system. A security officer can, for example, remove password or resource security; or add, change, or remove security information about any system user.

sequence number. (1) The number of a record that identifies the record within the source member. (2) A field in a journal entry that contains a number assigned by the system. This number is initially 1 and is increased by 1 until the journal is changed or the sequence number is reset by the user.

service authority. A special authority that allows the user to perform the alter function in the service functions. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *spool control authority*.

shell document. A prearranged document (report, letter, memo, or note) where the user adds only customer information. An example of a shell document is a form letter, to which the user adds the receiver's name, address, and personal salutation.

SNA. See *Systems Network Architecture (SNA)*.

SNA distribution services (SNADS). An IBM architecture that defines a set of rules to receive, route, and send electronic mail in a network of systems.

SNADS. See *SNA distribution services (SNADS)*.

special authority. The types of authority a user can have to perform system functions, including all object authority, save system authority, job control authority, security administrator authority, spool control authority, and service authority. Contrast with *specific authority*.

specific authority. The types of authority a user can be given to use the system resources, including object authorities and data authorities. See also *object authority* and *data authority*. Contrast with *special authority*.

spell aid. A document proofreading function that replaces a misspelled word when the correctly spelled version is chosen from a list of similarly spelled words provided by the system from one or more dictionaries.

spell check. A document proofreading function that verifies that a word is spelled correctly by checking for it in one or more dictionaries on the system.

spelling dictionary. A list of words used to verify word choices and verify and correct spelling when the document spell-check function is used, and to provide hyphenation breaks for words when the automatic hyphenation function is used. Dictionaries of general terminology for several languages are available, such as United States English and United Kingdom English, as well as English dictionaries for legal and medical terminology. Users may also create their own supplemental dictionaries

split display. A display that allows a user to see two members or documents at the same time, one on the top and one on the bottom of the display. A display that allows a user to look at (browse) records from one file on the top part of the display and look at (browse) records from another file or from a spooled file on the bottom part of the display. A display that allows the user to change records from the file being displayed on the top part of the display and look at (browse) records from another file or spooled file on the bottom part of the display.

spool. The system function of putting jobs into a storage area to wait to be printed or processed.

spool control authority. A special authority that allows the user to perform spooling functions, such as display, delete, hold, and release spooled files on the output queue for himself and other users. This authority also allows the user to change the spooled file attributes, such as the printer used to print the file. See also *all object authority*, *save system authority*, *job control authority*, *security administrator authority*, and *service authority*.

spooled file. A file that holds output data waiting to be printed, or input data waiting to be processed by the program.

stop code. A position marked in a document where you can insert variable information.

subdirectory. A user-defined directory on the personal computer. See also *root directory*. Contrast with *folder*.

subscript. A symbol, number, or letter written immediately below and to the right or left of another character. For example, the number 2 in the chemical formula for water, H_2O, is a subscript.

superscript. A symbol, number, or letter written immediately above and to the right or left of another character. For example, a footnote can be identified in text with a superscript number. Contrast with *subscript*.

supplemental dictionary. A spelling dictionary that a user provides for the system. A supplemental dictionary includes words that have a special meaning for a particular user's business. See also *system-supplemental dictionary* and *user-supplemental dictionary*.

syllable hyphen. A hyphen used to divide a word at the end of a line; it may be removed when AS/400 Office adjusts lines. Contrast with *required hyphen.*

synonym. A word with the same meaning.

system configuration. A process that specifies the machines, devices, and programs that form a particular data processing system.

system distribution directory. A list of user IDs and identifying information, such as network addresses, used to send distributions.

system security. A system function that restricts the use of files, libraries, folders, and devices to certain users.

system-supplemental dictionary. A spelling dictionary created by a user for anyone on the system. Contrast with *user-supplemental dictionary.*

Systems Network Architecture (SNA). The description of the logical structure, formats, protocols, and operational sequences for transmitting information units through and controlling the configuration and operation of networks.

Systems Network Architecture distribution services. See *SNA distribution services (SNADS).*

tape cartridge. A case containing a reel of magnetic tape that can be put into a tape unit without stringing the tape between reels.

tape drive. A device used to move the tape and read and write information on magnetic tapes.

text profile. A description of formatting and editing options for creating a document.

text-assist function. A function of AS/400 PC Support that enhances the AS/400 Office editing functions when using them from a personal computer.

thousands separator. The character (comma in the United States) placed every third number starting left of the decimal point. For example, four thousand separators are used in the number: 641, 322, 974, 821.

time format. A calendar value that identifies whether items are scheduled according to a 12-hour clock or a 24-hour clock.

token-ring network. A local area network that sends data in one direction throughout a specified number of locations by using the symbol of authority for control of the transmission line, called a token, to allow any sending station in the network (ring) to send data when the token arrives at that location.

transfer request. A description of the file you want to transfer to your personal computer from the AS/400 system or from your personal computer to the AS/400 system.

update authority. A data authority that allows the user to change the data in an object, such as a journal, a message queue, or a data area. See also *add authority*, *delete authority*, and *read authority.*

use authority. An object authority that allows the user to run a program or display the contents of a file. Use authority combines object operational authority and read authority.

user default. The user-defined values used for mail, calendars, and word processing if no value is specified.

user ID. See *user identification (user ID).*

user ID/address. The two-part network name used in the system distribution directory and in the office applications to uniquely identify a user and send electronic mail.

user identification (user ID). (1) The name used to associate the user profile with a user when a user signs on the system. See also *user profile name.* (2) The first part of a two-part network name used in the system distribution directory and in the office applications to uniquely identify a user. The network name is usually the same as the user profile name, but does not need to be.

user message queue. A user-created object used to receive messages sent from the system, other users, and application programs.

user password. A unique string of characters that a system user must enter to identify himself to the system, if the system resources are secured.

user profile. An object with a unique name that contains the user's password, the list of special authorities assigned to a user, and the objects the user owns. It is used by the system to verify the user's authorization to read or use objects, such as files or devices, to run the jobs on the system.

user profile name. The name or code that the system associates with a user when he or she signs on the system. Also known as user ID.

user-defined dictionary. A spelling dictionary, which must be created and changed using CL commands, for a language not already supported by the system. See also *user-supplemental dictionary.*

user-supplemental dictionary. A supplemental spelling dictionary created when a user presses the associated function key to add a word not already found in an existing spelling dictionary. After words are added to the supplemental dictionary, the system automatically

uses the supplemental dictionary for spelling functions. See also *user-defined dictionary*.

variable. A name used to represent data whose value can be changed while the program is running by referring to the name of the variable.

virtual device. A device description that does not have hardware associated with it. It is used to form a connection between a user and a physical work station attached to a remote system. A virtual device can be a virtual display station or a virtual printer. See also *virtual work station controller*.

virtual work station controller. A work station controller description that has the characteristics of a locally attached work station controller but does not exist as hardware. See also *virtual device*.

work on behalf of. A person assigned to answer mail for someone else or search for someone else's documents.

work station. A device used to transmit information to or receive information from a computer; for example, a display station or printer.

writer. The part of the operating system spooling support that writes spooled output to an output device independently of the program that produced the output.

zone width. The number of positions to the left of the right margin in which to end words.

12-hour clock. A clock that keeps time from 12:00 a.m. (midnight) to 12:00 p.m. (noon), and from 12:00 p.m. (noon) to 12:00 a.m. (midnight). Compare with *24-hour clock*.

24-hour clock. A clock that keeps time from 0000 (midnight) to 1200 (noon), and from 1200 (noon) to 2400 (midnight). Compare with *12-hour clock*.

3270 device emulation. The operating system support that allows an AS/400 system to appear as a 3274 Control Unit in a BSC multipoint network or SNA/SDLC network. See also *3270 display emulation* and *3270 printer emulation*.

3270 display emulation. The function of the operating system 3270 device emulation that converts 3270 DSC data streams intended for a 3278 display station into data streams that can be recognized by a display station attached to the AS/400 system.

3270 printer emulation. The part of 3270 device emulation that converts 3270, DSC, and SCS data streams intended for a 328X printer into data streams that can be recognized by a printer attached to the AS/400 system.

5250 emulation. Any one of many licensed programs that allows a personal computer to perform like a 5250 display station, and use the functions of an AS/400 system.

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